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AUTHOR Johnson, Bill, Ed.
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ABSTRACT

This Adult Basic Education (ABE) instructional materials guide was prepared by faculty members of Des Moines Area Community College to provide information about instructional materials in reading, language, and mathematics to teachers in ABE, General Educational Development, and English as a Second Language (ESL) programs. Each entry in the guide describes a text or worktext in terms of its identity, format, content, applicability, and level or category. Additionally, objective evaluative comments are included to allow the user to make decisions about the suitability of individual materials. Entries in the guide are grouped in major sections by area (reading, language, mathematics, ESL). Within each major section, the entries are grouped by level or category, with an explanation of these levels and categories given in the introduction to each section. Entries are arranged alphabetically by publisher within each section. An index is included at the end of the guide to enable instructors to locate materials for specific skills or topics. Each entry is keyed to the index by number. This guide is not intended to be comprehensive but is intended to be used in the pre-selection of instructional materials to serve the needs of various students and teachers. (Author/JDS)

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ADULT BASIC EDUCATION

INSTRUCTIONAL MATERIALS GUIDE

June, 1976

Des Moines Area Community College

JC 770 006

PREFACE

The ABE Instructional Materials Guide has been prepared for the purpose of providing information about instructional materials in reading, language, and mathematics to teachers in ABE, GED, and ESL programs.

It is intended to be used for the pre-selection of instructional materials to serve the needs of various students and teachers.

The information in the guide has been collected by means of uniform evaluation processes designed to obtain the kinds of information most useful to teachers in selecting materials. Each entry describes instructional material in terms of its identity, format, content, applicability, and level or category. Most of the information is expressed objectively to allow the user to make his own decision about the suitability of the material. The evaluators, however, have expressed their own judgments in some cases where it seemed necessary.

The guide is not intended to be comprehensive, but it does encompass nearly all of the material currently used in the local programs. It will be updated continuously as new material becomes available for evaluation.

ORGANIZATION OF THE GUIDE

The entries in the guide are grouped in major sections by area (reading, language, mathematics, ESL). These sections are color coded.

Within each major section, the entries are grouped by level or category. An explanation of these levels and categories is given in the introduction to each section.

Within each level or category, the entries are arranged alphabetically by publisher.

An index is provided at the end of the guide to enable instructors to locate materials for specific skills or topics. The entries are keyed to the index by number.

NOTE: A special bibliography of teaching aids for children has also been prepared and is available on request. This should be of value to teachers who have become involved in providing instruction to Indo-Chinese children.

ACKNOWLEDGEMENTS

This guide has been prepared as a joint project by the Adult Education Instructional Advisory Committee and other members of the Adult Basic Education instructional staff who served as subject area specialists and evaluators of instructional materials.

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The following persons contributed to the development of the guide:

ADVISORY COMMITTEE

Jane Pitz (CLC)
Janet Tidwell (Branch Office)
Ann Laurence (Whittier)
Bill Johnson (ABE)
Gene Boldt (Learning Centers)
Bernie Runkel (DMPS-ABE)
Joe Ellis (EDS)
Jon Robinson (CIVEC)
Louise Miller (Urban Ctr.)
Ron Frier (Urban Ctr.)

EVALUATORS

Sue Wickham (Reading)
Bob Mann (Reading)
Harriet Custer (English)
Lorraine Schachterle (English)
Shirley Bertin (Math)
Bob Jansen (Math)
Marcy Edwards (ESL)
Morgan Halgren (ESL)

EDITOR

Bill Johnson

TYPISTS

Sandra Ellis
Lois Hughes

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Beginning, Intermediate, Advanced.....(Pink)

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INTRODUCTION TO READING

Reading books have been grouped into four broad categories. Level 0 designates books for pre-literate students; these texts usually develop auditory and visual discrimination, teach letter formation, or develop an awareness of the use of the printed word. Level 1 corresponds to a primary level, roughly grades 1 - 4, in which word recognition skills are emphasized, with some comprehension, vocabulary, and practical reading (e.g. labels, signs, application forms) as well. In Level 2 books, for intermediate (grade 5 - 8) students, more advanced word recognition skills may be taught, but the emphasis shifts to increasing vocabulary range and sharpening reasoning skills. Reading content may be related to practical applications or to academic areas. Books written for students reading at a high school level are labeled Level 3; this category emphasizes vocabulary, comprehension, and test-taking skills related to the content areas tested in the GED battery.

These categories are not air-tight. Some Level 1 books, for example, include introductory work for the non-reader. And many Level 2 books might be appropriate for proficient readers who lack a strong conceptual background in one of the content areas.

Sue Wickham

R 0.01 MATURE STUDENTS GUIDE TO READING AND COMPOSITION I LEVEL 0

PUBLISHER Aldine Publishing Company PRICE PART 1 OF A SERIES OF 2

FORMAT: Worktext 271 pages Cassette Tapes/Recorder Instruction Manual
Key (Separate)

Adult level topics, minority related topics, but this text is geared to a classroom or small group presentation.

CONTENT: Explains Concepts Examples Practice Exercises

Chapter 1: Phonics (common initial consonants); Chapter 2: Phonics, Composition (parts of speech), Reading Comprehension; Chapter 3: Phonics, Composition; Chapter 4: Phonics, Composition, Reading Comprehension; Chapter 5: Review; Chapters 6 through 10: Phonics, Composition, Reading Comprehension.

COMMENTS: This text is a holistic approach to reading instruction for the illiterate adult (meaning it takes all the elements of reading as objects of study). It is an excellent approach but really requires, especially in the first four chapters, either constant availability of the teacher or small group/peer group instruction to be most effective.

Robert S. Mann

R 0.02 A HEAD START FOR READING, Book 1300 LEVEL 0

PUBLISHER Allied Education Council (1969) PRICE PART 1 OF A SERIES OF 7

FORMAT: Worktext 98 pages Instruction Manual Mastery Test (Contained)

Pictures used for development of eye movements seem childish. Step-by step formation of letters is shown, with one new letter presented per page.

CONTENT: Examples Practice Exercises

Top-to-bottom and left-to-right eye movement; Recognizing similar and different objects; Recognizing and matching letters; Forming manuscript capital and lower-case letters (presented in alphabetical order).

COMMENTS: This reading readiness book will seem childish to most adult students, but it may be useful for slow-learning students who need considerable practice in recognizing letter shapes and in forming letters. No pre-reading exercises in auditory discrimination are provided in this book.

Sue Wickham
5-16-76

R 0.03 PHOTOCABULARY LEVEL 0

PUBLISHER Gifted Teachers Books (1969) PRICE ____ PART ___ OF A SERIES OF ___

FORMAT: Worktext 190 pages

Each lesson consists of twenty-five words presented in capital letters, lower-case letters, and cursive and accompanied by small photographs and illustrative sentences. Sentence completion exercises using the same photographs and a two page story incorporating all of the lesson words conclude the unit. An appendix contains an alphabetical list of pictured words presented, a list of sight words used in the sentences and a list of the 1000 most-used words.

CONTENT: Practice exercises

The book uses a sight word approach to word recognition. Students learn new words - all nouns - by associating them with photographs; they then practice visual discrimination by selecting from three choices the appropriate word to complete a sentence. Provision is also made for spelling and handwriting practice. Words are very loosely grouped according to subject; no phonetic patterns appear.

COMMENTS: It is difficult to imagine a student for whom the entire format of this book would be appropriate. Certainly many students who are not ready for a phonics approach or who cannot master it could use the picture-word combinations to develop a sight vocabulary; one instructor has made flash cards using this part of the book so that she and the student can choose those words that would be most helpful to learn. If this format were used, the words learned could later be grouped to develop phonics generalizations. The authors of the Photophonics series also suggest that students using this book as a supplement find additional words to illustrate the phonics pattern under study. However, the sentences and stories written to accompany the 300 words seem much too difficult for any student who would need to study those words. And very often a word appears in a sentence long before it is introduced with a picture. If the instructor does use the sentences, he should plan to spend considerable teaching time; although the student can recognize the lesson word by a photograph, he will need help with several other words in the sentences.

Sue Wickham
5-22-76

R 0.04 PROGRAMMED READING FOR ADULTS, Book 1 LEVEL 0

PUBLISHER McGraw-Hill Book Company (1966) PRICE _____ PART 1 OF A SERIES OF 8

FORMAT: Worktext Programmed 128 pages Instruction Manual Key (Contained)
Pre-test (Separate) Mastery Test (Contained)

Large print is used. A key word and black and white drawing help introduce each capital letter from A - R. The teacher's manual includes a complete script of instructions; the book is not designed for independent work.

CONTENT: Explains Concepts Examples Practice Exercises

Skills covered are identifying and forming numerals, identifying and forming capital letters, and identifying and forming lower case letters. Left-to-right progression in reading single words and the sequence of letters in the alphabet are also taught.

COMMENTS: The book is designed for use in a group or tutorial situation, since the instructor must be present at all times to direct student work. In addition to this limitation, many students might be demoralized to discover that they must complete an entire book without learning to read a single word. However, the book may be useful for students who need much drill in visual discrimination.

Sue Wickham
6-6-76

R 0.05 PROGRAMMED READING FOR ADULTS, Book 2 LEVEL 0

PUBLISHER McGraw-Hill Book Company (1966) PRICE _____ PART 2 OF A SERIES OF 8

FORMAT: Worktext Programmed 96 pages Instruction Manual Key (Contained)
Pre-test (Separate) Mastery Test (Contained)

Large print and many black and white drawings are used. The teacher's manual includes a complete script of instructions; the book is not designed for independent work.

CONTENT: Explains Concepts Examples Practice Exercises

Book 2 presents exercises on auditory discrimination. Students learn to associate short vowel sounds, single consonant sounds and some consonant blend and digraph sounds with the appropriate symbols. They also learn to discriminate between similar words, match rhyming words, and answer written questions in writing.

COMMENTS: If the student can overlook the childish appearance of this book and can use the programmed format conscientiously, he may profit from the auditory-visual discrimination drills in this book. The instructor must be available at all times to direct the student's work; the book is most appropriate for group or tutorial work.

Sue Wickham
6-6-76

R 0.06 THE NEW STREAMLINED ENGLISH SERIES, Skill Books 1, 2, 3 LEVEL 0

PUBLISHER New Readers Press (1968) PRICE 1-1.40 2-1.60 3-2.00 PART 1,2 OF A SERIES OF 5

SEE COMMENTS UNDER LEVEL 1

R 0.07 Working With Words, Revised LEVEL 0

Publisher Steck-Vaughn Company (1975) Price 1.35 Part 1 of a Series 2

See comments under Level 1

R 1.01 MATURE STUDENTS GUIDE TO READING AND COMPOSITION I LEVEL 1

PUBLISHER Aldine Publishing Company PRICE ____ PART 1 OF A SERIES OF 2

See Comments Under Level 0

R 1.02 THE MOTT BASIC LANGUAGE SKILLS PROGRAM-Comprehension Series 301-4 LEVEL 1

PUBLISHER Allied Education Council (1968) PRICE ____ PART 1,2 3,4 OF A SERIES OF 4

FORMAT: Worktext Programmed

The books are attractively laid out, with many large photographs and occasional drawings. Each lesson begins with a list of difficult words. Story frames are interspersed with question frames.

CONTENT: Explains Concepts Practice Exercises

Other than one main idea question per lesson, the series stresses literal comprehension of details. Subject matter for the readings covers a wide variety of topics, such as biographies of famous people, hobbies, sports, inventions, safety, current problems and adventure stories. Topics are not grouped in any discernible pattern.

COMMENTS: The authors have created a series of attractive books with interesting topics discussed at a primary reading level. Unfortunately, their questions do little to improve a student's reading comprehension. Most questions can be answered by copying a word or phrase directly from the text. These books may be useful as extra reading for primary level students, who could be instructed to skip the grey question frames. Or an instructor could develop his own set of comprehension questions for the stories.

Sue Wickham
5-16-76

R 1.03 THE MOTT BASIC LANGUAGE SKILLS PROGRAM, Semi-Programed Series 1301 LEVEL 1

PUBLISHER Allied Education Council (1970) PRICE PART 2 OF A SERIES OF 7

FORMAT: Worktext Programmed 100 pages Instruction Manual Pre-test (Separate) Mastery Test (Separate) Taped Instructions Available (But Not Essential)

Use of photographs helps prevent the series from looking like children's primers. Instruction is not organized in distinct lessons; there are usually a teaching frame, practice frames forming word families, and sentences to be read aloud. This pattern is occasionally broken by paragraphs or longer selections.

CONTENT: Explains Concepts Examples Practice Exercises

Book 1301 - Initial, medial and final consonants, cursive writing. The series emphasizes a phonics approach using word families as much as possible. Comprehension questions are almost entirely at a factual level.

COMMENTS: This series may be useful for students who respond to a phonics approach, who are conscientious enough not to misuse the answers on the side of the page, and who are patient enough to complete an entire book before learning to read a single word, Close instructor supervision is required despite the programed format, and supplementary work in reading comprehension should be provided. The series may be more useful as a supplement than as the main program. Students with identifiable phonics deficiencies could use relevant portions for extra drill. Reading selections often deal with the accomplishments of blacks, but Indians are sterotyped as blood thirsty savages.

Sue Wickham
5-16-76

R 1.04 THE MOTT BASIC LANGUAGE SKILLS PROGRAM, Semi-Programed Series 1302 LEVEL 1

PUBLISHER Allied Education Council PRICE PART 3 OF A SERIES OF 7

FORMAT: Worktext 148 pages Instruction Manual Pre-test (Separate) Programmed Mastery Test (Separate) Taped Instruction Available (But Not Essential)

See Comments Under Part 2

CONTENT: Explains Concepts Examples Practice Exercises

Book 1302 - Short vowels in combination with final consonants; word family approach. The series emphasizes a phonics approach using word families as much as possible. Comprehension questions are almost entirely at a factual level.

COMMENTS: See Comments Under Part 2

Sue Wickham
5-16-76

R 1.05 THE MOTT BASIC LANGUAGE SKILLS PROGRAM, Semi-Programed Series 1303 LEVEL 1

PUBLISHER Allied Education Council (1970) PRICE PART 4 OF A SERIES OF 7

FORMAT: Worktext Programmed 164 pages Instruction Manual Pre-test (Separate) Mastery Test (Separate) Taped Instructions Available (But Not Essential)

See Comments Under Part 2

CONTENT: Explains Concepts Examples Exercises

Book 1303 - Consonant digraphs and blends. The series emphasizes a phonics approach using word families as much as possible. Comprehension questions are almost entirely at a factual level.

COMMENTS: See Comments Under Part 2

Sue Wickham
5-16-76

R 1.06 THE MOTT BASIC LANGUAGE SKILLS PROGRAM, Semi-Programed Series 1304 LEVEL 1

PUBLISHER Allied Education Council (1970) PRICE PART 5 OF A SERIES OF 7

FORMAT: Worktext Programmed 184 pages Instruction Manual Pre-test (Separate) Mastery Test (Separate) Taped Instructions Available (But Not Essential)

See Comments Under Part 2

CONTENT: Explains Concepts Examples Exercises

Book 1304 - Vowel digraphs and r-controlled vowels; who, what, where questions. The series emphasizes a phonics approach using word families as much as possible. Comprehension questions are almost entirely at a factual level.

COMMENTS: See Comments under Part 2

Sue Wickham
5-16-76

R 1.07 THE MOTT BASIC LANGUAGE SKILLS PROGRAM, Semi-Programed Series 1305 LEVEL 1

PUBLISHER Allied Education Council (1970) PRICE PART 6 OF A SERIES OF 7

FORMAT: Worktext Programmed Instruction Manual Pre-test (Separate)
Mastery Test (Separate) Taped Instructions Available (But Not Essential)

See Comments Under Part 2

CONTENT: Explains Concepts Examples Practice Exercises

Book 1305 - Long vowels; -le, -ed, -ing, -est, -er inflections. The series emphasizes a phonics approach using word families as much as possible. Comprehension questions are almost entirely at a factual level.

COMMENTS: See Comments Under Part 2

Sue Wickham
5-16-76

R.1.08 THE MOTT BASIC LANGUAGE SKILLS PROGRAM, Semi-Programed Series 1306 LEVEL 1

PUBLISHER Allied Education Council (1970) PRICE PART 7 OF A SERIES OF 7

FORMAT: Worktext Programmed 186 pages Instruction Manual Pre-test (Separate)
Mastery Test (Separate) Taped Instructions Available (But Not Essential)

See Comments Under Part 2

CONTENT: Explains Concepts Examples Practice Exercises

Book 1306 - Alternate sounds of c and g; silent consonants; spellings of "f" sound; -ive,-ance, -ly, -tion, -cious endings. The series emphasizes a phonics approach using word families as much as possible. Comprehension questions are almost entirely at a factual level.

COMMENTS: See Comments Under Part 2

Sue Wickham
5-16-76

R 1.09 READING, Books 2, 3, 4 LEVEL 1

PUBLISHER Cambridge Book Company (1969) PRICE PART 4 (2,3) OF A SERIES OF 4

FORMAT: Worktext 134,140,207 pages Key (Separate)

Larger than normal type size is used until the middle of Book 4. Black and white illustrations are crudely drawn. Exercises are based on a continuing story about two young white men.

CONTENT: Explains Concepts Examples Practice Exercises

The series uses a whole word approach rather than heavy phonics practice to teach reading. Phonics and structural analysis instruction is limited to the -ed, -s, -ing, -ly, -er, -en inflections, compound words, a few rhyming words, and visual discrimination in Books 2 and 3; and the c and g sounds, CVCE pattern, r-controlled vowels, and a few compound words, prefixes, and suffixes in Book 4. Comprehension questions remain at a literal level: factual recall, following direction and sequencing details. Several exercises require the student to categorize information and discard irrelevant items. Additional skills in Book 2 include recognizing numerals, contractions, and alphabetizing; in Book 3, alphabetizing, antonyms, reading menus, telling time, body measurements, writing letters; in Book 4, quotations, antonyms and synonyms, syllabication, reading the newspaper, names of the months.

COMMENTS: Disadvantages of the series include its childish appearance and the lack of an instructor's manual to explain the rationale for many of the exercises. Its definite advantages include the emphasis on following directions and concept-building through classifying information. The series may be useful for students who do not respond well to phonics based reading instruction, particularly any young white males who might identify with the series' main characters as they look for jobs, save money, go out to eat, take vacations, and prepare for marriage. Close instructor supervision is essential, since the teacher must help students with unfamiliar words, possibly supplement with phonics instruction and more challenging comprehension questions, and introduce and correct the exercises.

Sue Wickham
5-15-76

R1.10 PHOTO-PHONICS 1 LEVEL 1

PUBLISHER Gifted Teachers Books (1969) PRICE PART 1 OF A SERIES OF 2

FORMAT: Worktext 111 pages Instruction Manual

Lessons are short - one to four pages. Key words appear in large print accompanied by identifying photographs. Lessons usually contain lists of words illustrating a phonics rules, a few sight words, sentences to read, sentence completion exercises, and sentences to copy. Book 2 includes several reading passages, most of them without comprehension questions.

CONTENT: Explains Concepts Examples Practice Exercises

The series concentrates on phonics and basic structural analysis rules. Book 1 includes manuscript and cursive writing, consonant sounds, short vowels, spellings of "k", final consonant blends, sounds of "s", -ed and -ing inflections, beginning consonant blends, some consonant digraphs, and sample formats for letter writing and filling out checks and forms.

COMMENTS: This series is attractive and fairly mature in appearance because of the photographs and sentences used. Its utility is restricted to students who can use a phonics approach; supplementary materials should be used to encourage use of context for word recognition, to aid students in reading multi-syllable words, and to develop vocabulary and comprehension skills. The sequence of presentation seems logical except for the reading passages in Book 2, which are far more difficult than the phonics lessons they follow. To use this series as is, the instructor must be available to introduce new sounds, to listen to students read word lists and sentences, to correct exercises, and to dictate and check spelling lists and sentences.

Sue Wickham
5-23-76

R1.11 PHOTO-PHONICS 2 LEVEL 1

PUBLISHER Gifted Teachers Books (1969) PRICE PART 2 OF A SERIES OF 2

FORMAT: Worktext 159 pages Instruction Manual

See Comments Under Part 1

CONTENT: Explains Concepts Examples Practice Exercises

The series concentrates on phonics and basic structural analysis rules. Book 2 includes vowel digraphs, long vowels, r-controlled vowels, dipthongs, contractions, consonant digraphs, -y words with various endings, -le words, variable consonants, silent consonants, spellings of "f", sounds of tu, su, and ous, and spelling and abbreviating the days and months. No instruction is provided in syllabication and accenting, although word lists often contain multisyllable words.

COMMENTS: See Comments Under Part 1

Sue Wickham
5-23-76

R 1.12 SOUNDS AND SYLLABLES LEVEL 1

PUBLISHER Inst. of Modern Languages- Simon and Schuster (1967) PRICE PART 1 OF A SERIES OF 6

FORMAT: Text 110 pages

The book is not divided into numbered lessons. Instructional content consists of word lists, sentences to read, oral drills, written sentence copying, and, later in the book, paragraphs. Print is somewhat larger than normal, and no pictures are used. Non-phonetic words are printed in the margin of the paragraphs.

CONTENT: Practice Exercises

This book concentrates on presenting regular letter-sound combinations: consonants, CVC and CVCE patterns, digraphs and blends, -ed, -ing, -en inflections, and the -tion and -sion suffixes. Auditory discrimination is emphasized with regular oral drills on minimal contrast pairs. Students practice manuscript writing as they learn each new letter. In addition, structure exercises are presented, on the verb be, plurals, past tense, have, contractions, there/their/they're, your/you're.

COMMENTS: The book is distinguished from other phonics-based reading groups in its attention to auditory discrimination; it might be useful to have just for the contrast drills. As a basic text, however, the book shares the drawbacks of the other phonics texts - there is not enough drill provided for each new pattern, there is no attention paid to comprehension, and there is very little work with multi-syllable words. The book is designed for group work. Because almost all the work is to be done orally, the instructor must be available to present new sounds and to listen to the students practice.

Sue Wickham
5-30-76

R 1.13 THE SIGNS OF LIFE LEVEL 1

PUBLISHER Inst. of Modern Languages - Simon and Schuster (1967) PRICE PART 2 OF A SERIES OF 6

FORMAT: Text 128 pages

Each unit consists of a five-page reading passage followed by comprehension questions, vocabulary-building exercises, and practice in standard usage. Difficult words are listed in the margin of the reading passages. Type size is slightly larger than normal, and there are no illustrations other than a few drawings of signs.

CONTENT: Explains Concepts Examples Practice Exercises

In this second book in the series, the authors assume the student's competence in decoding words formed with regular letter-sound correspondences. They now emphasize development of a functional vocabulary related to signs, symbols and forms used in various settings: traffic signs, store signs, safety signs, abbreviations, travel signs, signs in office buildings, and the application form. Comprehension questions remain at a factual level, with one or two discussion questions to encourage students to relate the lesson to personal experience. Usage exercises provide practice with been, there is/there are, some/any, negatives, singular subject-verb agreement, do/does, and don't/doesn't.

COMMENTS: The book's advantages include its functional vocabulary work and its usage drills, which should be useful for students who speak a non-stardard dialect. Disadvantages include the strongly male-oriented content (women, when they are mentioned at all, appear as gossiping housewives), the number of detailed comprehension questions (regularly 25-40 at the end of each reading), the lack of practice in inferential thinking, and the absence of training in decoding multisyllable words. Many of the marginally noted words could be docoded by the student if he knew the basic rules for breaking words into syllables and pronouncing accented and unaccented syllables.

Sue Wickham
5-30-76

R 1.14 A HANDFUL OF LETTERS LEVEL 1

PUBLISHER Inst. of Modern Languages - Simon and Schuster PRICE PART 3 OF A SERIES OF 6

FORMAT: Text 125 pages

Part One consists of cursive writing exercises to copy. Part Two contains sample letters with comprehension questions, writing, assignments, and usage exercises. Difficult words appear in the margins next to the reading passages.

CONTENT: Explains Concepts Examples Practice Exercises

Students are taught in this book to write and read cursive writing. Sample letters discussed include notes, personal letters, personal business letters, and letters of application, the latter presented in conjunction with reading want ads. Relevant vocabulary is taught with each type of letter. Usage drills in this book include irregular verbs, comparisons, and noticing the past tense of regular verbs.

COMMENTS: The book contains valuable examples of the kinds of letters most adults can expect to write. As in the previous book, functional vocabulary is emphasized, and the usage drills are good. The comprehension questions are still limited to factual recall, except for the questions based on the last set of letters. However, they are slightly better organized than in The Signs of Life in that this time only ten questions per letter are used.

Sue Wickham
5-30-76

R 1.15 The FOOD WE EAT LEVEL 1

PUBLISHER Inst. of Modern Languages - Simon and Schuster (1969) PRICE PART 4 OF A SERIES OF 5

FORMAT: Text 93 pages

Each lesson consists of a reading passage followed by comprehension questions, vocabulary exercises, and usage drills. Difficult words appear in the margins by the readings. Type size is larger than normal, and there are few illustrations.

CONTENT: Explains Concepts Examples Practice Exercises

All reading passages focus on food: nutrition, meal planning, reading a cookbook, shopping for food, storing food, and dieting. Comprehension questions and vocabulary exercises help develop the students' understanding of words related to these topics. Usage exercises provide practice with conditional sentences, may have/must have, etc., reflexive pronouns, and active voice/passive voice. This book is more content- than skill-oriented.

COMMENTS: This book has the same general advantages and disadvantages as the second and third books in the series. Again, sex role stereotyping occurs, as the woman is regularly presumed to be responsible for purchasing groceries and preparing meals.

Sue Wickham
5-30-76

R 1.16 PROGRAMMED READING FOR ADULTS, Book 3 LEVEL 1

PUBLISHER McGraw-Hill Book Company (1966) PRICE PART 3 OF A SERIES OF 8

FORMAT: Worktext Programmed Instruction Manual Key (Contained) Pre-test (Separate) Mastery Test (Contained)

Supplementary materials include a sound-symbol booklet, a set of alphabet cards, a set of word cards, and an achievement test for the series. The series utilizes large print and many black and white drawings. Unlike the first two books, Books 3-8 are largely intended for independent use by the student, with some supplementary exercises provided by the instructor. The teacher's manual includes a script for these exercises and a page by page vocabulary list of new words and sounds presented.

CONTENT: Explains Concepts Examples Practice Exercises

The series uses a phonic approach to word recognition. Short vowels and most single consonant sounds, /th/, /sh/ and final consonant blends in single-syllable one to four letter words; question mark and period; plural nouns and possessives; yes and no. Throughout the series, comprehension checks remain at the factual level.

COMMENTS: The series may be useful for beginning readers who do not mind the childish appearance of the series and who are conscientious enough not to misuse the programmed format. To make the series effective, however, the instructor must check student progress very frequently and supplement phonics drill with work on context clues to word recognition and comprehension skills beyond the factual level.

Sue Wickham
6-6-76

R 1.17 PROGRAMMED READING FOR ADULTS, Book 4 LEVEL 1

PUBLISHER McGraw-Hill Book Company (1966) PRICE PART 4 OF A SERIES OF 8

FORMAT: See Comments Under Part 3

CONTENT: Explains Concepts Examples Practice Exercises

The series uses a phonic approach to word recognition. Book 4: Consonant sounds for k and j, initial and final consonant blends in 1 to 5 letter words; pronoun I; -er and -ing endings. Throughout the series, comprehension checks remain at the factual level.

COMMENTS: See Comments Under Part 3

Sue Wickham
6-6-76

R 1.18 PROGRAMMED READING FOR ADULTS, Book 5 LEVEL 1

PUBLISHER McGraw-Hill Book Company (1966) PRICE PART 5 OF A SERIES OF 8

FORMAT: See Comments Under Part 3

CONTENT: Explains Concepts Examples Practice Exercises

The series uses a phonic approach to word recognition. Book 5: Long sound of e and y; r-controlled and l-controlled vowels; consonant sounds for y, v, z and more consonant blends; contractions, compound words, suffixes -er, -est, -ed and endings -es, -et, and -en; abbreviations Mr. and Mrs. Throughout the series comprehension checks remain at the factual level.

COMMENTS: See Comments Under Part 3

Sue Wickham
6-6-76

R 1. 19 PROGRAMMED READING FOR ADULTS, Book 6 LEVEL 1

PUBLISHER McGraw-Hill Book Company (1966) PRICE PART 6 OF A SERIES OF 8

FORMAT: See Comments Under Part 3

CONTENT: Explains Concepts Examples Practice Exercises

The series uses a phonic approach to word recognition. Book 6: Reading paragraph sequences; CVCE pattern for a and i; -le, -ment, -y, -or, and -ly endings; sounds of ur, or and ay. Throughout the series comprehension checks remain at the factual level.

COMMENTS: See Comments Under Part 3

Sue Wickham
6-6-76

R 1.20 PROGRAMMED READING FOR ADULTS, Book 7 LEVEL 1

PUBLISHER McGraw-Hill Book Company PRICE PART 7 OF A SERIES OF 8

FORMAT: See Comments Under Part 3

CONTENT: Explains Concepts Examples Practice Exercises

The series uses a phonic approach to word recognition. Book 7: CVCE pattern for o, u, and e; soft sounds of c and g; some variant vowel sounds. Throughout the series, comprehension checks remain at the factual level.

COMMENTS: See Comments Under Part 3

Sue Wickham
6-6-76

R 1.21 PROGRAMMED READING FOR ADULTS, Book 8 LEVEL 1

PUBLISHER McGraw-Hill Book Company PRICE PART 8 OF A SERIES OF 8

FORMAT: See Comments Under Part 3

CONTENT: Explains Concepts Examples Practice Exercises

The series uses a phonic approach to word recognition. Book 8: Vowel diphthongs and other variant sounds; -tion, -ful, -less suffixes; functional literary passages dealing with jobs, money management, weights and measures, shopping, etc. Throughout the series, comprehension checks remain at the factual level.

COMMENTS: See Comments Under Part 3

Sue Wickham
6-6-76

R 1.22 READING FOR CONCEPTS A LEVEL 1

PUBLISHER McGraw-Hill (1970) PRICE PART 1 OF A SERIES OF 8

FORMAT: Worktext Instruction Manual Key (Separate) Pre-test (Separate)

Short reading passage (130-150 words), with practice exercises. 72 passages in Book A, with a vocabulary list of possibly difficult words used within the text of each passage at the back of the reader.

CONTENT: Practice Exercises

Every exercise has one question of each of these types:

SKILLS: Locating details, Vocabulary - in context, Pronoun antecedent, Inferential question, Verification of fact, Main idea, Vocabulary - antonym

TOPICS: Social Studies, Natural Science, Math

COMMENTS: This series has a number of strong points: 1) It is highly interesting, for a wide range of students have accepted its use; 2) It utilizes short exercises, giving the student many chances for success; 3) It's subject matter is academic and is suitable for background information building as well as skill building for the GED examination (this is one point which can be emphasized with students whose motivation for more remedial instruction is low); 4) It questions in a wide variety of ways, giving the students more opportunities for building skills which will transfer; 5) It is developmental, in lengths of reading passages, in number of questions asked, in sophistication required for answering, in topic presentation in terms of conceptual difficulty; 6) It treats subject, illustrations and questioning in an adult manner and is thus not insulting to students.

The series is therefore highly usable if these things are recognized: 1) No explanation of how to do each exercise is given the student. The text is a practice reader. The teacher is expected to give preliminary instruction leading to the students' ability to locate the main idea for example, or to answer inference questions adequately. 2) Students should not plod through the book doing every exercise just because they are there. The incremental steps (in difficulty) are tiny enough so that a dozen or more exercises can be safely skipped without placing too heavy a burden of expectation on the student. 3) No more than a half-dozen at the ultimate most exercises should be done each class period for skill building purposes. 4) If the material is used for background information building, a careful appraisal of the text by the instructor, with consequent picking of those selections relevant to the particular academic area being studied, is essential. (The student working on Natural Science should do those selections relevant to Natural Science). 5) The questioning in the upper level texts never fully approaches the sophistication (or depth of deception) of the GED tests. The instructor should be prepared to help the low level students Reading for Concepts is most appropriate for, to bridge the gap between the questioning difficulty in Level H and the regular GED preparation with the Cambridge Introduction to Reading worktext.

Robert S. Mann
5-16-76

R 1.23 READING FOR CONCEPTS B LEVEL 1

PUBLISHER McGraw-Hill (1970) PRICE PART 2 OF A SERIES OF 8

FORMAT: Worktext Instruction Manual Key (Separate) Pre-test (Separate)

Short reading passage (140-160 words), with practice exercises. See Book A.

CONTENT: Practice Exercises

Every exercise has one question of each of these types:

SKILLS: Locating details, Vocabulary - in context, Pronoun antecedent, Inference question, Verification of fact, Main idea, Vocabulary - antonym, Vocabulary - in context

TOPICS: Social Studies, Natural Science, Art

COMMENTS: See "Comments" for Reading for Concepts A

Robert S. Mann
5-16-76

R 1.24 READING FOR CONCEPTS C LEVEL 1

PUBLISHER McGraw-Hill (1970) PRICE PART 3 OF A SERIES OF 8

FORMAT: Worktext Instruction Manual Key (Separate) Pre-test (Separate)

Short reading passage (150-170 words), with practice exercises. (See Book A)

CONTENT: Practice Exercises

Every exercise has one question of each of these types:

SKILLS: Locating details, Vocabulary - in context, Pronoun antecedent, Inference question, Verification of fact, Main idea, Vocabulary - antonym, Vocabulary - in context

TOPICS: Social Studies, Natural Science

COMMENTS: See "Comments" for Reading for Concepts A

R 1.25 MERRILL PHONICS SKILL TEXT A LEVEL 1

PUBLISHER Charles E. Merrill (1973) PRICE PART 1 OF A SERIES OF 4

FORMAT: Worktext 64 pages Pre-test (Contained) Mastery Test (Contained)

Each two-page lesson consists of a short poem followed by literal comprehension questions and phonics or structural analysis exercises. Print is large in Book A and decreases in size with each succeeding book. Both the poems' content and the illustrations clearly reveal that this series was written for elementary school children.

CONTENT: Practice Exercises

Book A: Visual and auditory discrimination; consonant sounds, including two sounds of c, g, s; compound words; -s, -ed, -ing endings, rhyming words. Within each lesson there is a section which reviews previously learned skills; in addition, review lessons are spaced throughout the book.

COMMENTS: If the skills exercises alone were the criterion for acceptability, this series would be a helpful source of supplemental exercises for students needing phonics drill. However, the child-oriented format makes these books psychologically unacceptable for most adult students. Only those students who are functioning at a child's mental level and those few adults who are mature enough to use the books for skills practice and overlook the content will find the series usable. Instructors might find the books helpful as patterns for developing their own phonics exercises.

Sue Wickham
5-1-76

R 1.26 MERRILL PHONICS SKILL TEXT B LEVEL 1

PUBLISHER Charles E. Merrill (1973) PRICE PART 2 OF A SERIES OF 4

FORMAT: See Comments Under Part A

CONTENT: Practice Exercises

Book B: Consonant digraphs and blends; long and short vowel sounds; silent consonants; silent vowels; -er, -est, -y, -ly endings. Within each lesson there is a section which reviews previously learned skills; in addition, review lessons are spaced throughout the book.

COMMENTS: See Comments Under Part A

Sue Wickham
5-1-76

R 1.27 MERRILL PHONICS SKILL TEST C LEVEL 1

PUBLISHER Charles E. Merrill PRICE PART 3 OF A SERIES OF 4

FORMAT: See Comments Under Part A

CONTENT: Practice Exercises

Book C: R-controlled vowels; vowel digraphs and diphthongs; syllables; possessives; contractions; -en ending; alphabetical order. Within each lesson there is a section which reviews previously learned skills; in addition, review lessons are spaced throughout the book.

COMMENTS: See Comments Under Part A

Sue Wickham
5-1-76

R 1.28 MERRILL PHONICS SKILL TEST D LEVEL 1

PUBLISHER Charles E. Merrill PRICE PART 4 OF A SERIES OF 4

FORMAT: See Comments Under Part A (96 pages)

CONTENT: Practice Exercises

Book D: Dictionary use, accenting; variant sounds; prefixes; -less, -ful, -able, -ment. Within each lesson there is a section which reviews previously learned skills; in addition, review lessons are spaced throughout the book.

COMMENTS: See Comments Under Part A

Sue Wickham
5-1-76

R 1.29 THE NEW STREAMLINED ENGLISH SERIES, Skill Books 1, 2, 3 LEVEL 1

PUBLISHER New Readers Press (1968) PRICE 1-1.40 2-1.60 3-2.00 PART 1,2 3 OF A SERIES OF 5

FORMAT: Worktext Instruction Manual Key (Separate) Pre-test (Separate) Mastery Test (Separate)

Correlated readers: In The Valley, City Living and New Ways, available for each book. Type size is large in Book 1; the size gradually decreases in succeeding books. This large type, the chart form in which new sounds are presented, and the crudely drawn one-color pictures might make the books appear childish to some students.

CONTENT: Explains Concepts Examples Practice Exercises

The basis of the sequence is phonics skills. Students are taught to associate each new letter or sound with a key word-picture combination. Book 1 presents single consonant sounds and digraphs - sh, th, ch, and qu, as well as introducing short words. Book 2 presents consonant blends, short vowels, r-controlled vowels, and suffixes -ing, -ed, and -s. Book 3 presents the ng digraph, long vowels, and suffixes -er, -ly, -y, -en, and -n. Each four-to-six page lesson contains a chart of new words, a story, and exercises for spelling, manuscript writing, phonics, structural analysis, and comprehension. The instructor's manual includes suggestions for practical applications related to the content of each story - reading price tags and using a TV listing, for example.

COMMENTS: This series' main strength lies in its integrated language arts approach; words are introduced in isolation but immediately presented again in context. Spelling practice reinforces word attack skills. And a very thorough manual guides the instructor through each step of the sequence. A number of drawbacks must be considered. The stories, as well as the format, seem childish due to the short sentences and frequent repetition of words. At this level, comprehension questions consist almost exclusively of factual recall; the instructor may want to supplement with his own questions or with a series like Reading for Concepts. And, although phonics skills are usually emphasized adequately, the presentation of consonant blends is skimpy. The instructor must be available to introduce new letters and sounds, to dictate spelling exercises, to present the practical applications, and to correct practice exercises. This format makes the series more suitable for group work than for individualized instruction unless a tutorial situation exists.

Sue Wickham
3-27-76

R 1.30 THE NEW STREAMLINED ENGLISH SERIES, Skillbooks 4 and 5 LEVEL 1

PUBLISHER New Readers Press PRICE $2.ea PART 4,5 OF A SERIES OF 5

FORMAT: Worktext Instruction Manual Key (Separate) Pre-test (Separate)
Mastery Test (Separate)

Correlated readers: People and Places, Opening Doors. The pictorial chart form used to present new sounds in the earlier books in this series is continued through the first half of Book 4. In the rest of this book and in all of Book 5, rules are presented in writing only. Very few illustrations appear in Book 5. Type size remains slightly larger than normal size for textbooks. Questions based on the correlated readers are presented in the last few lessons of each book.

CONTENT: Explains Concepts Examples Practice Exercises

These last two books in the series complete the presentation of phonics patterns and shift the teaching emphasis to structural analysis and writing skills. Book 4 includes vowel digraphs; suffixes -ful, -less, -er and -est; basic sentence structure and paragraph form, cursive writing, silent vowel patterns; punctuation rules; and syllabication and accenting. Book 5 presents variable consonant sounds and spellings; frequently used prefixes and suffixes such as pre-, re-, un-, dis-, -able, -tion, -ish, -ment, -ness and -age; useful symbols, verb tenses and standard usage; an introduction to dictionary usage; and writing friendly letters. Each four-to-six page lesson contains a page of rules, a story, and exercises for spelling, writing, phonics, structural analysis and comprehension.

COMMENTS: As was true with the earlier books of this series, the authors have attempted to produce an integrated language arts approach in which phonics, spelling, and writing are mutually reinforcing activities. Again, the teacher's guides present detailed lesson plans for these activities. And again, these books have definite drawbacks. Although the increasing vocabulary difficulty and sentence length create a slightly more sophisticated effect than the earlier books had, the books are still short on comprehension skills. A supplemental series like Reading for Concepts would be a definite asset at this point. And although the phonics skills are carefully and slowly introduced, the syllabication and accenting skills receive only three lessons; most students need considerably more help than this in making the transition from single syllable to multi-syllable words. The English skills receive even less space; as a result, they are more likely to confuse than aid the student. The format still requires considerable instructor input to introduce new sounds, dictate spelling exercises, present practical applications, and correct practice exercises. For this reason, the series is more suitable for group work than for individualized instruction unless a tutorial situation exists.

Sue Wickham
4-26-76

R 1.31 BUILDING WORD POWER LEVEL 1

PUBLISHER Steck-Vaughn Company (1975) PRICE PART OF A SERIES OF

FORMAT: Worktext 90 pages Instruction Manual Key (Separate)

There are no illustrations or stories. Lessons consist of word lists, sentences to read, sentence completion exercises, and spelling lessons. Print is slightly larger than normal.

CONTENT: Practice Exercises

The book focuses on phonetic and structural word attack skills. Vowel sounds are taught as parts of phonograms, such as -ick and -end, rather than presented in isolation. No rules appear; the student is expected to construct his own generalizations from the word families presented. Sounds taught include single consonants, short and long vowels, digraphs and blends, inflections, suffixes -tion, -ment, -ous, -ness, -ful, -less, and prefixes in-, un-, ex-, pre-, and dis-. Sight words necessary to sentence structure are taught in isolation.

COMMENTS: This book is severely restricted in scope, omitting any instruction in comprehension or use of context clues. It is not meant to be used as the sole instructional material, and in fact it may be more useful as a resource book of word patterns for the instructor than as a student text. Only students who respond to a phonics approach will profit from this book, and even some of these may find that too many elements are introduced in each lesson. However, the authors have made extensive provisions for review of previously-studied word patterns; in each unit they have included both review word lists and sentences containing words from prior lessons. These sentences follow common speech patterns and do not sound as though they were written for young children. If this book is used, an instructor must be available to introduce each word element, listen to the student read the word lists, correct the exercises, and dictate the spelling words.

Sue Wickham
5-20-76

R1.32 WORKING WITH WORDS, Revised LEVEL 1

PUBLISHER Steck-Vaughn Company (1975) PRICE 1.35 PART 1 OF A SERIES OF 2

FORMAT: Worktext 96 pages Instruction Manual

Directions to the instructor are placed in small print at the bottom of each page. The larger than normal print and one-color drawings may make the book appear childish to many adult students.

CONTENT: Examples Practice Exercises

The author uses a phonics approach, presenting regular patterns as word families. The lessons include auditory discrimination, manuscript letter formation, CVC patterns, consonant blends and digraphs, vowel digraphs and diphthongs, CVCE patterns, calendar reading and cursive writing. In addition, students are taught to use statement, question, and negative sentence patterns, subjective and objective case pronouns, contractions, possessives, and subject-verb agreement.

COMMENTS: The presentation of regular phonic patterns as word families is an economical approach to teaching word attack skills, and the introduction of vowel and consonant sounds together is a psychologically sound approach. However, this book has several serious drawbacks as an introduction to reading skills: a) it looks as though it was written for children; b) too many new sound-symbol combinations are introduced at once, and there is not enough practice on these sounds; c) the suggestions for oral activities tend to be condescending and moralistic. Other aspects of the book may or may not be drawbacks, depending on the type of classroom in which it is used. The emphasis on basic sentence patterns makes the book more suitable for students learning English as a second language than for native speakers. And the considerable amount of teacher time required for introducing each lesson giving directions, dictating exercises, and leading discussions makes this book more suitable for group work than for individualized instruction.

Sue Wickham
5-2-76

R1.33 WORKING WITH WORD PATTERNS, Revised LEVEL 1

PUBLISHER Steck-Vaughn Company (1975) PRICE 1.35 PART 2 OF A SERIES OF 2

FORMAT: Worktext 95 pages Instruction Manual

Directions to the instructor appear in small print at the bottom of each page. Material for the student is written in larger than normal print, with many one-color illustrations. The reading selections are all part of a continuing story about the Gomez family, particularly their teen-aged son, who is saving to buy a car.

CONTENT: Examples Practice Exercises

Phonics skills in this book focus on more complicated patterns: r-controlled vowels, soft sounds of c and g, vowel digraphs, silent consonants, wh, ph, and gh. Structural analysis skills include comparative and superlative forms, -ed, compound words, suffixes -tion and -sion, and prefixes un-, de-, re- and pre-. Consumer-oriented terms are taught as sight words related to the on-going story; categories of words include monetary symbols and units of measurement used in a grocery store, buying a car, insurance, telling time, bank accounts, reading a recipe, and hospitals. English topics include regular and irregular verbs, contractions, future tense, can and may, homonyms, reflexive pronouns, possessive pronouns, and indefinite pronouns.

COMMENTS: The use of word patterns to teach phonics skills is a sound approach, and the story content in this book should have fairly high interest value for many adults, particularly young men. However, this book shares the drawbacks of the first book in this series: a) the format does appear childish; b) there is not enough repetition of phonics patterns for most students; c) the suggestions for discussion are often condescending; d) the exercises and questions do not deal with comprehension skills at all. If the book is used as intended by the author, considerable teaching time is still required at this level to introduce phonic patterns, explain and correct exercises, dictate spelling words, and lead discussions. An alternative method would be to use only the story portions as easy, high interest reading material for beginning students.

Sue Wickham
5-8-76

R 2.01 MATURE STUDENTS GUIDE TO READING AND COMPOSITION II LEVEL 2

PUBLISHER Aldine Publishing Company PRICE PART 2 OF A SERIES OF 2

FORMAT: Worktext 196 pages Instruction Manual Key (Separate)

CONTENT: Explains Concepts Examples Practice Exercises

The single paragraph; supporting details; paragraph organization (transitions and outlining); similar and contrasting elements; inference and definitions; analogy in the paragraph; emotional words (a short essay); persuasive writing; bias in writing; evidence and argumentation in writing; Vocabulary Building: word families; prefixes and suffixes; context (synonym/antonym); context (comparison/contrast); dictionary; thesaurus Library and research skills.

COMMENTS: This second book of this series is not really an extension of the first. There is a huge gap between the approximate 3rd-5th grade achievement level the first book would leave a student at, and the 7th-10th grade level this second book presumes the student to be at. The text is not really holistic, in that the different elements of language development (reading/writing, sound/sight, etc.) are split off from one another and introduced in totally different sections of the book. I would suggest the book's use for remedial instruction in the college/adapter courses. (Although I have had some feedback from other instructors concerning the vocabulary building section of a positive nature.)

Robert S. Mann

R.2.02 THE MOTT BASIC LANGUAGE SKILLS PROGRAM COMPREHENSION SERIES LEVEL 2
(Books 601, 602, 603, 604) 1,2

PUBLISHER Allied Education Council (1972) PRICE PART 3,4 OF A SERIES OF 4

FORMAT: Worktext Programmed 139 pages per book

The layout is attractive, with many large one-color photographs, drawings and diagrams. Each lesson consists of a list of vocabulary words with definitions, a story interspersed with question frames in grey, and a few review questions.

CONTENT: Explains Concepts Practice Exercises

Like the 300-level comprehension books, this series emphasizes literal comprehension almost to the exclusion of inference. Each lesson does contain one main idea question and a few vocabulary questions. Subject matter is varied and usually non-fiction, including articles on famous people, human interest stories, science articles, and historical accounts. Lessons are not grouped on any discernible basis.

COMMENTS: The authors have created a visually attractive, highly interesting series that does very little to improve a student's comprehension skills. These books could be made available as extra reading materials, with the students simply omitting the question frames. Alternatively, the instructor could develop his own comprehension questions to make the series a usable teaching tool.

Sue Wickham
5-17-76

R 2.03 THE MOTT BASIC LANGUAGE SKILLS PROGRAM, Semi-Programed Series LEVEL 2
Books 1607-1610
PUBLISHER Allied Education Council (1971) PRICE PART 1 OF A SERIES OF 4

FORMAT: Worktext Programmed 130 pages Instruction Manual Mastery Test (Contained)

Each unit consists of four parts: a short reading selection followed by questions, language skills, practical reading skills, and word study. Both drawings and photographs are used.

CONTENT: Explains Concepts Examples Practice Exercises

All books stress literal comprehension and vocabulary development.
Book 1607: Using diacritical marks in the dictionary, syllabication, word recognition via context clues, phonetic and structural analysis; practical applications: signs, tools, yellow pages, objects in the home, work-related words, institutions and business in the community, property, labels on cans.

COMMENTS: Although this series is not appropriate for students weak in comprehension skills, it could be applicable in other situations. The authors stress decoding multi-syllable words, a skill in which many students need drill. And the "American Scene" practical application sections could provide helpful starting points for consumer-oriented reading instruction. As with any other programed material, only those students conscientious enough not to cheat would profit from this series. Much instructor time is still required to introduce and discuss concepts and to check the students' work.

Sue Wickham
5-17-76

R 2.04 THE MOTT BASIC LANGUAGE SKILLS PROGRAM, Semi-Programed Series LEVEL 2
Books 1607-1610
PUBLISHER Allied Education Council (1971) PRICE PART 2 OF A SERIES OF 4

FORMAT: See Comments for Part 1 (140 pages)

CONTENT: Explains Concepts Examples Practice Exercises
All books stress literal comprehension and vocabulary development.
Book 1608: Synonyms, homonyms, antonyms, capitalization, subject and predicate sentence types; practical applications: following instructions, government terms, clothing labels, buying and selling, money and loans, food, labels with directions, education terms.

COMMENTS: See Comments for Part 1

Sue Wickham
5-17-76

R 2.05 THE MOTT BASIC LANGUAGE SKILLS PROGRAM, Semi-Programed Series LEVEL 2
Books 1607-1610
PUBLISHER Allied Education Council (1971) PRICE PART 3 OF A SERIES OF 4

FORMAT: See Comments for Part 1 (136 pages)

CONTENT: Explains Concepts Examples Practice Exercises
All books stress literal comprehension and vocabulary development.
Book 1609: Nouns, pronouns, and verbs, quotations, contractions, standard usage, commas, practical applications: health terms, fire safety, machinery, driving rules, prescription rules, reading the newspaper.

COMMENTS: See Comments for Part 1

Sue Wickham
5-17-76

R 2.06 THE MOTT BASIC LANGUAGE SKILLS PROGRAM, Semi-Programed Series LEVEL 2
Books 1607-1610
PUBLISHER Allied Education Council (1971) PRICE PART 4 OF A SERIES OF 4

FORMAT: See Comments for Part 1 (148 pages)

CONTENT: Explains Concepts Examples Practice Exercises
All books stress literal comprehension and vocabulary development.
Book 1610: Adjectives, adverbs, plurals, letter-writing, filling out forms, reading graphs and maps, writing; practical applications: reading the newspaper, want ads, legal terms, employment, insurance, following directions.

COMMENTS: See Comments for Part 1

Sue Wickham
5-17-76

R 2.07 READING COMPREHENSION LESSONS AND TESTS LEVEL 2

PUBLISHER Amsco School Publications (1972) PRICE 1.50 PART OF A SERIES OF

FORMAT: Text 286 pages Key (Separate) Mastery Test (Contained)

The page size has been changed in this newest edition so that what used to be a two-page lesson is now a four-page lesson. As a result, the student must regularly flip pages back and forth from reading passage to questions.

CONTENT: Practice Exercises

Each lesson contains a short reading selection followed by a list of unfamiliar words and a vocabulary exercise, a main idea question, some factual and inferential questions, and a summarizing exercise. The book contains no instruction in vocabulary or comprehension skills. Reading selections are not grouped by theme, subject area, or level of difficulty. They are drawn from newspaper and magazine articles, books and poems.

COMMENTS: Despite its title, this book presents no "lessons" in reading comprehension - just tests. Any instruction in comprehension skills must come from the teacher. The reading passages generally hold an adult's interest, and the book may have utility as a source of practice exercises if the instructor can take the time to lead the student through the reasoning processes required to reach a correct answer. Students who tend to read quickly but sloppily might especially profit from the questions on detail. However, the lack of guidance within the book, the lack of topical continuity, and the lack of graduated levels of difficulty make this book less appealing than other sets available for GED preparation, such as the Cambridge Introduction to Reading or the upper levels of Reading for Concepts.

Sue Wickham
5-1-76

R 2.08 GETTING READY FOR THE HIGH SCHOOL EQUIVALENCY EXAMINATION LEVEL 2

PUBLISHER Barron's Educational Series (1973) PRICE 2.95 PART of Pre-Ged Series

FORMAT: Text 232 pages Key (Contained)

CONTENT: Explains Concepts and/or Rules Examples Practice Exercises (Objective)

Vocabulary (dictionary skills, suffixes, prefixes, roots, syllabication) Skimming & Scanning; Main idea; finding facts; words in context, influence, literal & figurative language.

COMMENTS: The first four chapters of this text deal with Language skills (see 1.02 in Language section). Chapter 5, which covers skimming and scanning, appears to be somewhat illogically placed, although it deals with subject matter commonly read (such as the newspaper), and attempts to convince the student of the importance of reading in everyday life. Chapters 6 and 8 intoduce specific reading skills. The presentations are thorough and written in language which makes it easy for the student to grasp the concept. Chapters 7 and 9 contain practice exercises based on the skills introduced respectively in Chapters 6 and 8.

The reading portion of this text is for superior to one language section. The explanations are clear, the examples sufficient, and there are numerous practice exercises. The format of the practice selections is based on that of the GED tests, and the nature of the material covered (skills as well as subject content) is very relevant to the GED reading tests. The second half of this text is well-suited to the student who requires some general understanding of how to attack reading selections for the purpose of answering multiple choice questions. It could be self-teaching for a highly motivated student, and would require minimal teacher supplementation for most adult students.

Harriet Custer
6-22-76

R 2.09 INTRODUCTION TO READING LEVEL 2

PUBLISHER Cambridge PRICE 2.76 PART OF A SERIES OF

FORMAT: Text 213 pages Instruction Manual Key (Contained)

Five passages are presented per lesson, with difficulty gradually increasing within each lesson. All questions are multiple choice, so the student can develop a familiarity with the GED test format. Answers and explanations at the end of each section enable the student to check the accuracy of his work and to trace the reasoning which leads to the correct answers - although at this level the instructor will probably want to check the student's work closely.

CONTENT: Explains Concepts Examples Practice Exercises

The author presents reading comprehension skills related to the three content areas (Science, Literature, Social Studies) tested in the GED battery. The Social Studies section covers reading history passages, cause and effect, the writer's opinion, and inferences. Science includes finding details, determining cause, understanding processes, and drawing conclusions. The literature unit is divided into short stories, plays, essays, and poems; in this unit the author emphasizes characterization, tone, and figurative language. In all three units, the author regularly includes questions on main idea, purpose, and the meaning of words in context. Technical terms from the reading passages are defined for the student.

COMMENTS: The author has designed a book that is helpful and encouraging to a GED-bound student reading at a junior high level. By controlling the vocabulary difficulty of the passages, the author enables the student to concentrate on units of meaning larger than individual words. The content of particularly the science and social studies passages holds a strong interest for adults of varying backgrounds. And the author's focus on techniques of reading in each content area makes Introduction to Reading more than just a test practice book. The book does not provide a complete program for students reading at a pre-GED level. Most will probably profit from help in phonics or structural analysis; most probably need help in interpreting maps, graphs, and diagrams; and many may need additional conceptual background in the content areas. However, within its scope of improving content-related comprehension skills, this book does a very good job.

Sue Wickham
4-26-76

R 2.10 FOUNDATIONS OF FREEDOM LEVEL 2

PUBLISHER Follett Publ. Co. (1976) PRICE ____ PART ___ OF A SERIES OF ___

FORMAT: Text 144 pages Instruction Manual Key (Separate)
Mastery Test (Separate)

Each lesson consists of a title in the form of a purpose-setting question, a reading passage by the author, a relevant section of the Constitution, and follow-up questions. Diagrams and numerous recent photographs contribute to the clarity and interest level of the book. Social Studies vocabulary terms are defined in the margin.

CONTENT: Explains Concepts Practice Exercises

Social Studies topics include the Declaration of Independence and the U.S. government as outlined in the Constitution: the branches of government, separation of federal and state powers, and the Bill of Rights. Historical vignettes and synopses of Supreme Court cases are used to show how basic constitutional principles have been applied. Reading skills encouraged by the general format and the types of follow-up questions include setting a purpose, developing Social Studies vocabulary, identifying the main idea, finding facts, sequencing, applying principles, and evaluating logic.

COMMENTS: This book is essentially a revision of Documents of Freedom. Its format improves on the earlier book in five ways: a) the additional photographs make it more attractive; b) it includes more current examples of the application of constitutional principles; c) more Supreme Court cases have been included; d) more opinion questions are used; and e) by breaking the Constitution into sections and presenting these sections as part of the study lessons, the author has increased the likelihood that a student will read the document. With the exception of vocabulary skills, which are not emphasized as much as they were in Documents of Freedom, this book does an equally good job of presenting basic concepts of U.S. government and fostering the growth of reading skills.

Sue Wickham
5-9-76

R 2.11 STUDY LESSONS ON DOCUMENTS OF FREEDOM LEVEL 2

PUBLISHER Follett Publishing Company (1967) PRICE PART OF A SERIES OF

FORMAT: Worktext Key (Contained)

The first section of the book contains the complete texts of the Declaration of Independence and the Constitution, with marginal summaries and explanations. The rest of the book consists of study lessons dealing with the Constitution. Each lesson contains guiding questions, a vocabulary preview, two or three pages of reading, and follow-up questions. Occasional photographs and diagrams are used to enhance interest and clarity.

CONTENT: Explains Concepts Practice Exercises

The Social Studies content follows the organization of the Constitution: the branches of government, separation of federal and state powers, and the Bill of Rights. Synopses of Supreme Court cases based on the Bill of Rights enable the student to see how constitutional principles are applied to current issues. Reading skills encouraged by the general format and by the types of follow-up questions include setting a purpose, developing social studies vocabulary, identifying the main idea, finding facts, sequencing, applying principles, and evaluating logic.

COMMENTS: The clarity of the reading passages and the helpful format of the study lessons make this book a good choice to present basic concepts about American government and to develop reading comprehension skills. The objective-type questions are typically easy for the students to answer, but the written responses require more thought - and close attention by the instructor. The author's placement of the Declaration of Independence and the Constitution at the beginning of the book practically guarantees that the student will skip these documents and begin with the study lessons unless his instructor directs him to do otherwise.

Sue Wickham
5-9-76

R 2.12 THE FOOD WE EAT LEVEL 2

PUBLISHER Inst. of Modern Languages - Simon and Schuster PRICE PART 3 OF A SERIES OF 6

SEE COMMENTS UNDER LEVEL 1

R 2.13 READING FOR CONCEPTS D LEVEL 2

PUBLISHER McGraw-Hill (1970) PRICE PART 4 OF A SERIES OF 8

FORMAT: Worktext Instruction Manual Key (Separate) Pre-test (Separate)

Short reading passage (average 600 words each), with practice exercises. Vocabulary list of possibly difficult words used within the text of each passage at the back of the reader.

CONTENT: Practice Exercises

Every exercise has one question of each of these types:

SKILLS: Locating details, Vocabulary - in context, Recognition of Modification (subject, predicate, etc.), Inference, Locating details, Verification of fact, Main Ideas, Cause and effect

TOPICS: Social Studies, Natural Science, Art

COMMENTS: This series has a number of strong points: 1) It is highly interesting, for a wide range of students have accepted its use; 2) It utilizes short exercises, giving the student many chances for success; 3) It's subject matter is academic and is suitable for background information building as well as skill building for the GED examination (this is one point which can be emphasized with students whose motivation for more remedial instruction is low); 4) It questions in a wide variety of ways, giving the students more opportunities for building skills which will transfer; 5) It is developmental, in lengths of reading passages, in number of questions asked, in sophistication required for answering, in topic presentation, in terms of conceptual difficulty; 6) It treats subject, illustrations and questioning in an adult manner and is thus not insulting to students.

The series is therefore highly usable if these things are recognized: 1) No explanation of how to do each exercise is given the student. The text is a practice reader. The teacher is expected to give preliminary instruction leading to the students' ability to locate the main idea, for example, or to answer inference questions adequately. 2) Students should not plod through the book doing every exercise just because they are there. The incremental steps (in difficulty) are tiny enough so that a dozen or more exercises can be safely skipped without placing too heavy a burden of expectation on the student. 3) No more than a half-dozen at the ultimate most exercises should be done each class period for skill building purposes. 4) If the material is used for background information building, a careful appraisal of the text by the instructor, with consequent picking of those selections relevant to the particular academic area being studied, is essential. (The student working on Natural Science should do those selections relevant to Natural Science). 5) The questioning in the upper level texts never fully approaches the sophistication (or depth of deception) of the GED tests. The instructor should be prepared to help the low level students Reading for Concepts is most appropriate for, to bridge the gap between the questioning difficulty in Level H and the regular GED preparation with the Cambridge Introduction to Reading worktext.

Robert S. Mann
5-16-76

R 2.14 READING FOR CONCEPTS E LEVEL 2

PUBLISHER McGraw-Hill (1970) PRICE PART 5 OF A SERIES OF 8

FORMAT: Worktext Instruction Manual Key (Separate) Pre-test (Separate)

Same as Reading for Concepts D except article lengths average 190-220 words each.

CONTENT: Practice Exercises

SKILLS and TOPICS same as Reading for Concepts D

COMMENTS: See "Comments" for Reading for Concepts D

Robert S. Mann
5-16-76

R 2.15 READING FOR CONCEPTS F LEVEL 2

PUBLISHER McGraw-Hill (1970) PRICE PART 6 OF A SERIES OF 8

FORMAT: Worktext Instruction Manual Key (Separate) Pre-test (Separate)

Same as Reading for Concepts D except article lengths average 210-250 words each.

CONTENT: Practice Exercises

SKILLS AND TOPICS same as Reading for Concepts D

COMMENTS: See "Comments" for Reading for Concepts D

Robert S. Mann
5-16-76

R 2.16 READING FOR CONCEPTS G LEVEL 2

PUBLISHER McGraw-Hill (1970) PRICE PART 7 OF A SERIES OF 8

FORMAT: Worktext Instruction Manual Key (Separate) Pre-test (Separate)

Same as Reading for Concepts D except article lengths average 250-280 words each.

CONTENT: Practice Exercises

SKILLS same as Reading for Concepts D, and also include: Abstraction and Generalization in relation of particular article to a general concept.

TOPICS same as Reading for Concepts D

COMMENTS: See "Comments for Reading for Concepts D

Robert S. Mann

R 2.17 READING FOR CONCEPTS H LEVEL 2

PUBLISHER McGraw-Hill (1970) PRICE ____ PART 8 OF A SERIES OF 8

FORMAT: Worktext Instruction Manual Key (Separate) Pre-test (Separate)

Same as Reading for Concept D except article lengths average 270-300 words.

CONTENT: Practice Exercises

SKILLS and TOPICS same as Reading for Concepts D

COMMENTS: See "Comments" for Reading for Concepts D

Robert S. Mann
5-16-76

R 2.18 NEW MODERN READING SKILLTEXT, Book 1 LEVEL 2

PUBLISHER Charles E. Merrill Publ.Co. (1966) PRICE ____ PART 1 OF A SERIES OF 3

FORMAT: Worktext 120 pages Key (Separate) Pre-test (Contained)
Mastery Test (Contained)

This book contains 50 lessons, 42 of which consist of a 1 to 3 page reading passage followed by a page of exercises. The other 8 lessons focus on individual reading skills. There are one or two small one-color drawings per story. The book includes an index to skills taught and a score chart which is also divided into skills categories.

CONTENT: Explains Concepts Practice Exercises

TOPICS: Social Studies and science, usually based on magazine or newspaper articles. Each passage is preceded by a focusing question to help the student read for a specific purpose.

SKILLS: Exercises following the reading passages cover five skills: vocabulary (context clues, synonyms, definitions); fact finding (details, main idea); inference; organization (sequencing, classifying, summarizing); and word structure (phonics, structural analysis, dictionary skills). The eight skills lessons cover phonics, context clues, illustration clues, dictionary skills, map reading, using the index and table of contents, reading advertisements, and varying reading rates.

COMMENTS: This series is designed primarily to enable students to practice reading skills; the responsibility for teaching these skills must rest with the instructor. Even the skills lessons give little actual instruction. Another drawback is that the skills practice does not increase in difficulty within each book or within the series as a whole. In fact, the phonics, context clues, and dictionary skills lessons are almost identical in all three books. Although the reading passages are interesting and the questions usually good, the series is not as well-organized or as helpful to the student as is the Be a Better Reader series.

Sue Wickham
6-5-76

R 2.19 NEW MODERN READING SKILLTEXT, Book 2 LEVEL 2

PUBLISHER Charles E. Merrill (1966) PRICE PART 2 OF A SERIES OF 3

FORMAT: Worktext 120 pages Key (Separate) Pre-test (Contained)
Mastery Test (Contained)

Format is the same as Book 1, with 35 reading passages and 7 special skills lessons.

CONTENT: Explains Concepts Practice Exercises

See comments for Book 1. Special skills lessons cover phonics, context clues, dictionary use, using the Reader's Guide and the card catalog, reading graphs, reading the newspaper (news stories, weather maps, editorials), and reading directions.

COMMENTS: See Comments Under Book 1.

Sue Wickham
6-5-76

R 2.20 NEW MODERN READING SKILLBOOK, Book 3 LEVEL 2

PUBLISHER Charles E. Merrill (1966) PRICE PART 3 OF A SERIES OF 3

FORMAT: Worktext 120 pages Key (Separate) Pre-test (Contained)
Mastery Test (Contained)

Format is the same as that of Book 1, with 38 reading passages and 7 skills lessons.

CONTENT: Explains Concepts Practice Exercises

See comments for Book 1. Skills lessons cover phonics, using context clues, dictionary use, using appropriate reference books, reading tables and schedules, and reading mathematical formulas.

COMMENTS: See Comments Under Book 1.

Sue Wickham
6-5-76

R 2.21 EVERYDAY READING AND WRITING LEVEL 2

PUBLISHER New Readers Press (1970) PRICE 3.95 PART OF A SERIES OF

FORMAT: Worktext 272 pages

Individual lessons are attractively laid out, with frequent photographs and actual forms used as illustrations. The length of the book may dismay some students. Individual units are also sold as separate booklets - probably a more practical format than the whole book approach.

CONTENT: Explains Concepts Examples Practice Exercises

The book focuses on functional reading. Relevant vocabulary is emphasized in each section.

SKILLS: Reading signs (highway, safety, building), Reading newspapers (parts of a paper, entertainment articles, ads), Reading and writing personal letters, Reading personal and business papers (birth certificate, checks, catalogs, applications), Dictionary use (alphabetizing, entry words, vocabulary building), Reading newspapers (news stories, editorials, propaganda, critical reading), Library use, Reading magazines, Reading and writing business letters (applications, resumes, orders, inquiries), Telephone use (using a directory), Reading maps (city, road, weather), Reading instructions (painting, cooking, home appliances), Safety (home, first aid, driving), Using reference books

COMMENTS: In general, the book provides a good background for functional literacy skills. The lessons can act as introductions to each skill, with the instructor then providing directed practice in actual materials - reading a real newspaper, using a telephone directory, for example. Instructors will probably find some units much more helpful than others. Much of the work on sign reading, for instance, would be more appropriate at an earlier reading level. On the other hand, the critical reading section is useful even for more advanced readers to show how news accounts can be slanted.

Sue Wickham
5-25-76

R 2.22 BE A BETTER READER SERIES LEVEL 2

PUBLISHER Prentice-Hall Inc. (1968) PRICE PART 0 OF A SERIES OF 9

FORMAT: Worktext Instruction Manual Key (Separate)

CONTENT: Explains Concepts Examples Practice Exercises

GENERAL READING SKILLS: Comprehension (at all levels: literal, interpretive, critical, creative); Word attack (phonics, structural analysis, context clues, dictionary); Vocabulary for content areas.

CONTENT RELATED SKILLS: Science reading: patterns (classification, process explanation, directions following, fact-finding problem-solution); Social studies: patterns: (Sequence, cause and effect, relate main ideas and details, maps and other graphic illustrations); Mathematics: analytical skills: (relations, reading symbols, reading diagrams, reading explanations, etc.); Literature: reading to determine character, style, relating material to themselves.

COMMENTS: The Be A Better Reader Series is a highly academically oriented series and is very practical for GED preparation, both for lower level students as well as those needing more background work or specific skill work who are already reading in the high school range.

Robert S. Mann

R 2.23 BE A BETTER READER, A LEVEL 2

PUBLISHER Prentice-Hall, Inc. (1968) PRICE PART 1 OF A SERIES OF 9

FORMAT: Worktext 142 pages Instruction Manual Key (Separate)

Seven units, each one containing various skills exercises organized around a central theme.

CONTENT: Explains Concepts Examples Practice Exercises

For each unit of Book A, this is the general sequence: Introduction of unit theme with a focusing (usually fictional) story; Fact finding and inferential questioning exercises; Social studies reading selection; Social studies comprehension exercises; Science selection; Science comprehension exercises; Math selection; General comprehension exercises; Phonics and word attack exercises. Beginning with Unit 3, there is a vocabulary exercise for content related vocabulary development.

COMMENTS: Book A, with approximately a fourth grade readability level, has as its central thematic stories some rather juvenile topics. This has turned off some students and should be a point considered by the instructor before use with particular students. (The material is still highly usable if the instructor carefully introduces it to the student).

Robert S. Mann

R 2.24 BE A BETTER READER, B LEVEL 2

PUBLISHER Prentice-Hall, Inc. (1968) PRICE PART 2 OF A SERIES OF 9

FORMAT: Worktext 142 pages Instruction Manual Key (Separate)

See Comments for Book A

CONTENT: Explains Concepts Examples Practice Exercises

Same as Book A, with these exceptions: Content related vocabulary exercises in all units except 4 and 7; Phonics exercises presented as reviews; Word analysis (prefix/suffix, syllabication, etc) exercises in Units 3-7; Topics of central thematic articles more factually oriented.

COMMENTS: Book B has fewer problems with juvenile topics than Book A, but instructor orientation of students to material is still highly necessary.

Robert S. Mann

R 2.25 BE A BETTER READER, C LEVEL 2

PUBLISHER Prentice-Hall, Inc. (1968) PRICE PART 3 OF A SERIES OF 9

FORMAT: Worktext 174 pages Instruction Manual Key (Separate)

See Comments for Books A and B

CONTENT: Explains Concepts Examples Practice Exercises

Same as Books A and B, excepting the inclusion of critical reading exercises and more intensive reading exercises for building comprehension skills.

COMMENTS: Book C is basically a review text with few new skills introduced, but with extended practice, and contingent escalation of reading level, over the skills previously initiated. Reading Rate is introduced in Level C and is very practically explained. The thematic stories in Units 1, 2, 5 and 6 have been excellently received by a number of students. Units 3, 4 and 7 have had complaints laid on them concerning juvenile subject matters.

Robert S. Mann

R 2.26 BE A BETTER READER, I, 3rd Edition LEVEL 2

PUBLISHER Prentice-Hall, Inc. (1969) PRICE PART 4 OF A SERIES OF 9

FORMAT: Worktext 140 pages Instruction Manual Key (Separate)

Nine units, arranged similarily to Book A - C.

CONTENT: Explains Concepts Examples Practice Exercises

Same as Book C excepting the introduction of textbook reading skills in Units 5 - 9.

COMMENTS: In general, Book I (a seventh grade level reader) is an extension of Book A - C. It relies much more on critical reading skills than the previous books (which is only a natural developmental step).

Robert S. Mann

R 2.27 TRACKDOWN LEVEL 2

PUBLISHER Scholastic Book Services (1970) PRICE

FORMAT: Worktext 96 pages Instruction Manual Key (Separate)
Review Tests (Contained)

CONTENT: Practice Exercises (Objective and Narrative)

Usage (slang, colloquial usage, run-on sentences); Subject/verb agreement; Verbs (tense and usage); Pronouns; Modifiers and comparative; Capitalization; Spelling (adding endings only); Punctuation (comma, quotations); Sentence fragments.

COMMENTS: This text is designed to attract the younger student to whom traditional English grammar is unpalatable. The framework of the book consists of a series of short "whodunits" each of which purports (but often fails) to illustrate the grammatical concepts which one lesson covers. There is sometimes a lack of social logic in the content of the stories (such as people "well-known to the police" who are anxious to act as informants) and some unfortunate imposition of value judgements, to which a younger student might react negatively. For all its drawbacks, however, this text could be used very effectively. It is attractively designed, using many graphics and some puzzles, and incorporates exercises in visual perception, geared to sharpen the students awareness of basic grammatical usage. The student is encouraged to ask questions, find "clues", and is given guidance in finding solutions (factual and grammatical). The text emphasizes clarity of expression and the value of good communication skills without relying on traditional grammatical terminology and jargon. Trackdown would be a better text, however, if there were fewer stories and more emphasis on application. The exercises and explanations are too brief for this text to be effectively used as a comprehensive developmental tool to teach grammatical usage. It would be very effective, however, if used in conjunction with a more comprehensive English text. It requires a good bit of teacher supplementation, but the time it would take the instructor to understand the format and reinforce the explanations would be well spent.

Although this text is oriented toward a non-traditional approach to English grammar and language skills, it could be very effectively used in teaching reading skills as well. The process which the student is required to follow throughout the text (finding clues, "awareness" exercise) are fully as relevant to building reading skills as to building language skills.

Harriet H. Custer
6-6-76

R 2.28 TACTICS IN READING II LEVEL 2

PUBLISHER Scott-Foresman (1965) PRICE PART 2 OF A SERIES OF 3

FORMAT: Worktext 126 pages Instruction Manual Key (Separate) Pre-test (Contained) Mastery Test (Contained)

Short exercises in reading with comprehension checks - variety of questioning techniques - required instructor checking of exercises for explanation of most appropriate answer selection.

CONTENT: Examples Practice Exercises

Word Attack (Context, structure and sound); Separating fact from opinion (judgments); Figurative language; Main ideas (Central ideas); Inferences; Structural patterns of logic (relationships); Imagery

COMMENTS: This is the junior high level skills text in the Scott-Foresman series. It is a logical precursor to Reading Skills for Young Adults. Its academic orientation makes it very fitting for college transfer and GED students, but somewhat inappropriate for career students. It emphasizes word attack skills more (and at an earlier stage in use of the text) than does Reading Skills for Young Adults.

Robert S. Mann
4-16-76

R 2.29 BASIC READING, Book One LEVEL 2

PUBLISHER Steck-Vaughn (1974) PRICE PART 1 OF A SERIES OF 2

FORMAT: Worktext 64 pages Key (Contained) Mastery Test (Contained)

Type is slightly larger than normal; black and white drawings are not very attractive.

CONTENT: Explains Concepts Examples Practice Exercises

The book emphasizes comprehension skills and vocabulary development. Detailed instruction and regular practice in finding the main idea is provided. Other comprehension skills include reading for a purpose, remembering details, sequencing details, understanding question words, drawing inferences, and improving observational skills. Vocabulary and word recognition topics include compound words, syllabication, categorizing terms, antonyms, synonyms, homonyms, interpreting figurative and idiomatic language, recognizing rhyming words, alphabetizing, suffixes, and prefixes. Story topics deal with famous people, exploration, nature, historical anecdotes, and legends.

COMMENTS: This book has several strong points to recommend it: a) it does a thorough job of explaining how to identify the main idea of a passage; b) it contains many questions which require the student to express and explain his own opinion; c) it includes several opportunities for the student to evaluate his own reading skills. Weak points include the somewhat moralistic tone, which may be objectionable to some students - particularly younger ones; the incomplete presentation of syllabication rules; and the omission of any discussion of suffix and prefix meanings. The book seems particularly appropriate for older students who learn rather slowly and who need a bridge from an emphasis on word recognition skills to an emphasis on reading for comprehension. The skills introduced here can then be developed more thoroughly in other materials. Because the answer key is incomplete, the instructor must be available to correct and discuss most of the work.

Sue Wickham
5-24-76

R 2.30 BASIC READING, Book Two LEVEL 2

PUBLISHER Steck-Vaughn (1974) PRICE PART 2 OF A SERIES OF 2

FORMAT: Worktext 64 pages Key (Contained) Pre-test (Contained)
Mastery Test (Contained)

Type is slightly larger than normal; black and white drawings are not very attractive. Lessons are short - usually from two to five pages. The pre-test covers major skills introduced in Book One.

CONTENT: Explains Concepts Examples Practice Exercises

Exercises in Book Two reinforce and extend the skills presented in Book One. Special emphasis is placed on reading for a definite purpose, drawing inferences, getting mental images, interpreting figurative language, and following directions. Story topics deal with self-improvement, sports, simple scientific experiments, and earth science.

COMMENTS: In both books of this series, the authors try to convert the student from passive to active reading. Their emphasis on reading for a purpose, visualizing what one is reading about, and developing a curiosity about one's surroundings all help to attain this goal. Although Book One could be used independently of Book Two, this second book should not be used unless the first has been completed. For further comments, see the evaluation of Book One.

Sue Wickham
5-24-76

R 2.31 BASIC SCIENCE FOR LIVING, Revised, Book 1 LEVEL 2

PUBLISHER Steck-Vaughn Company (1974) PRICE 1.44 PART 1 OF A SERIES OF 2

FORMAT: Worktext 104 pages Key (Separate) Mastery Test (Separate)

Each two-page lesson is followed by an objective-question exercise on the technical vocabulary used in the lesson. Simple diagrams are frequently used to illustrate the text. A glossary of terms is located at the end of the book.

CONTENT: Explains Concepts Practice Exercises

Subject matter in Volume 1 deals with earth science and life science. The nine units cover the universe, air, water, weather, plants, animals, the human body, health, and mental health. Reading skills focus on factual recall and the development of scientific vocabulary.

COMMENTS: This book does a very good job of presenting basic scientific concepts in a clear, concise manner. It is useful both for students reading at an early junior high level and for higher level readers who lack a science background. Other than its attention to vocabulary and fact-finding, the book does not deal with reading comprehension. The lessons are usually well-organized, however, and they lend themselves well to instructor-prepared worksheets.

Sue Wickham
5-7-76

R 2.32 CLEAR COMMUNICATION - ADVANCED CURSIVE LEVEL 2

PUBLISHER Steck-Vaughn (1973) PRICE PART OF A SERIES OF

FORMAT: Worktext 64 pages

Spaces between the base lines are ruled with three dotted lines to encourage uniform letter height. Writing exercises consist of lists and paragraphs to copy and sentence completion problems. Accompanying drawings seem to be aimed at children.

CONTENT: Explains Concepts Examples Practice Exercises

Reviews cursive letters, emphasizing proper form - each letter touching the base line, even slant, proper height, proper connection to succeeding letters. Topics include science, social studies, and English (homonyms, Latin roots, antonyms, etc.)

COMMENTS: Although the book is probably not intended for adults, those students who don't mind the pictures and who want to improve the legibility of their handwriting will find this text useful. The instruction in letter formation is clear, and the paragraphs to copy are generally interesting.

Sue Wickham
6-6-76

R 2.33 RELEVANCE OF SOUND LEVEL 2

PUBLISHER Westinghouse Learning Press (1971) PRICE

FORMAT: Worktext Programmed Instruction Manual Key (Separate) Pre-test (Separate) Cassette Tapes (Recorder Needed)

Sound tapes with corresponding workbook: three exercises per lesson to be worked at on a mastery basis (exercises following the first one to be attempted only if preceding exercise is not mastered). Each unit has both auditory discrimination exercise and visual discrimination exercises, along with pronunciation practice (a practice tape is included for this work).

CONTENT: Explains Concepts Examples Practice Exercises

Units: Consonant sounds; Consonant blends and digraphs; Vowels; Vowels, Digraphs and Diphthongs; Syllabication and Accent.

COMMENTS: This series has proven beneficial for a wide variety of students, but should be used with remedial students who have already achieved about a fourth grade reading level. The Pre-Test has not always (or even very often) proven successful in pin-pointing exact phonetic skill deficiencies.

Robert S. Mann
4-19-76

R 2.34 THE POWER OF THE WORD LEVEL 2

PUBLISHER Winthrop Publisher (1973) PRICE

FORMAT: Worktext 222 pages Key (Contained)

Occasional photographs enhance the interest of the reading passages, most of which come from newspaper and magazine articles. Schematic diagrams and informal outlines help clarify relationships among ideas in the comprehension sections.

CONTENT: Explains Concepts Examples Practice Exercises

Word recognition techniques: basic spelling patterns, syllabication, accenting. Comprehension: identifying main ideas, selecting details relevant to purpose. Clues to meaning: prefixes, suffixes as clues to word class and sentence meaning, punctuation, context clues. Comprehension: relating main ideas to details. Relationships: structure words as clues; relationships among sentences within a paragraph. Reference Skills: Dictionary usage - pronunciation, etymology, and meanings; newspaper - feature articles and editorials; encyclopedia - reading and comprehending entries. Figurative language: sports, movie, television, book reviews. Critical reading; study skills; writing essay answers; analyzing fiction.

COMMENTS: The author has chosen high-interest topics and important skills to present in this book. However, the scope of the book is too ambitious for the space allotted each subject. As a result, many skills areas are not treated in adequate depth, particularly the sections on reference skills, study skills and analyzing fiction. The critical reading section contains an excellent set of articles dealing with the same subject from different points of view, but the instructor needs to supplement the exercises in order to explore the methods used to sway the reader. Some sections can be used without much modification. The sections on word recognition and meaning clues are good as rapid, non-condescending reviews for students who never quite mastered these skills - not for elementary level readers, however, unless the instructor gives directions orally and provides additional drill. The sections on main ideas and relationships are good for students needing help to see logical relationships among ideas. And the figurative language section would help introduce the difference between figurative and literal language without using specific literary terms.

Sue Wickham
5-16-76

R 3.01 MATURE STUDENTS GUIDE TO READING AND COMPOSITION II LEVEL 3

PUBLISHER Aldine Publishing Company PRICE PART 2 OF A SERIES OF 2

See Comments Under Level 2

R 3.02 DEVELOPING READING SKILLS FOR THE HIGH SCHOOL EQUIVALENCY EXAM LEVEL 3

PUBLISHER Barron's Educational Series PRICE

FORMAT: Text 414 pages Key (Contained) Mastery Test (Separate)

Although it was written to accompany a TV high school series, the book can be used alone. Main points are summarized at the beginning of each lesson. Multiple choice questions are used, with some answers explained immediately and others grouped without explanation at the end of the chapter. A vocabulary list appears at the end of each chapter, and a lengthy glossary of terms is included for each content area.

CONTENT: Explains Concepts Examples Practice Exercises

General reading skills: test-taking, physical aspects of reading, locating information, reading rates, main idea, finding facts, finding word meanings, study methods, inferences, critical reading, organization, stylistic techniques. Social Studies: vocabulary, charts and diagrams, tables and graphs, maps, propaganda techniques, editorial cartoons. Science: vocabulary, the scientific method, tables, graphs and diagrams, mathematical and chemical formulas. Literature: literary forms, vocabulary, figurative language, theme, purpose, character, mood, style, poetry, drama.

COMMENTS: For instructors who regularly use the Cambridge test tutor series, this book provides a good bridge between the Introduction to Reading and the test practice books in each of the content areas. Reading passages are written at a level between the two Cambridge levels, and the authors emphasize development of reading skills rather than simply test-taking practice. Not all lessons are equally helpful. The sections on critical reading, propaganda, the scientific method, and graphs, charts and diagrams seem particularly well done. The student should be able to work independently on most of the sections assigned, although the instructor should be available to discuss answers to the practice passages and to provide additional help as needed.

Sue Wickham
6-2-76

R 3.03 HOW TO PREPARE FOR THE HIGH SCHOOL EQUIVALENCY EXAMINATION LEVEL 3
READING INTERPRETATION TESTS

PUBLISHER Barron's Educational Series (1970) PRICE 5.75

FORMAT: Text 477 pages Key (Contained) Mastery Test (Separate)

A chapter of explanations of reading skills and guided practice in each of the content areas is followed by a chapter of practice exercises grouped in three levels of difficulty. In these second chapters, no explanations of the correct answers are included, but the authors do provide a key showing the type of comprehension involved. Each explanatory chapter includes a lengthy glossary of terms.

CONTENT: Explains Concepts Examples Practice Exercises

Introductory chapters are devoted to general test-taking skills. Social Studies: vocabulary, main ideas, details, context clues, logical relationships, inferences, recognizing opinions, stylistic techniques, and interpreting graphs. Science: vocabulary, main ideas, details, context clues, logical relationships, the scientific method, inferences, style, applying mathematical formulas, and interpreting diagrams. Literature: vocabulary (including technical literary terms), literary forms, figurative language, theme, character, mood, purpose, style.

COMMENTS: The book may be useful as a source of practice test passages at increasing levels of difficulty. Explanations of reading skills are not outstanding. The few good sections (recognizing opinions, interpreting graphs and diagrams, and using mathematical formulas) are taught much more thoroughly in Barrons Developing Reading Skills for the High School Equivalency Examinations.

Sue Wickham
6-1-76

R 3.04 INTERPRETATION OF LITERARY MATERIALS LEVEL 3

PUBLISHER Cambridge (1974) PRICE 2.73 PART __ OF A SERIES OF __

FORMAT: Text 181 pages Instruction Manual Key (Contained)
Pre-test (Contained) Mastery Test (Contained)

Multiple choice questions are used exclusively, to give the reader practice in the GED test format. The explanations accompanying the answers at the end of each section not only enable the student to check the accuracy of his work but also allow him to trace the reasoning which leads to the correct answer. Most reading passages are prefaced with a list of difficult words and their definitions.

CONTENT: Explains Concepts Examples Practice Exercises

An introductory reading comprehension section provides explanation and practice in locating the main idea of a passage, interpreting literary language, inferring word meaning from context, and deriving meanings from prefixes, roots, and suffixes. The rest of the book contains explanations and practice selections dealing with prose, poetry, and drama. The primary emphasis throughout the book is on checking the student's inferential skills.

COMMENTS: This book is useful as a last step before the GED literature test for students who already read at an early high school level but need practice in test-taking skills. In addition, the book does present literary terms dealing with genre, style, tone, figurative language, and devices of sound and rhythm; within certain limitations, these sections are also useful. The exercise covering tone and style is inadequate due to the brevity of the practice selections. On the other hand, the sections dealing with poetic devices are far more detailed than the GED test requires; many of the esoteric terms in these sections (e.g. oxymoron, synecdoche, metonymy, poetic feet and meters) can be omitted without endangering the student's score. Probably the most useful section of the book is the simulated test at the end. Except for the unrealistically high number of literary terms included in the questions, the test does provide a fairly accurate indication of a student's performance on the actual GED test.

Sue Wickham
4-25-76

R 3.05 INTERPRETATION OF READING MATERIALS IN THE NATURAL SCIENCES LEVEL 3

PUBLISHER Cambridge PRICE 2.70 PART OF A SERIES OF

FORMAT: Text 167 pages Instruction Manual Key (Contained) Pre-test (Contained) Mastery Test (Contained)

Multiple-choice questions are used exclusively, to give the reader practice in the GED test format. The explanations accompanying the answers at the end of each section not only enable the student to check the accuracy of his work but also allow him to trace the reasoning which leads to the correct answer.

CONTENT: Explains Concepts Examples Practice Exercises

An introductory comprehension section explains how to locate the main idea of a selection and touches on other topics such as finding facts, recognizing organization, applying ideas, reading diagrams, and improving vocabulary. The next four sections provide sample readings and questions in biology, chemistry, physics, and earth science. Technical terms for each reading passage are listed and defined.

COMMENTS: This book is moderately useful as a last step before the GED test for students who already read at an early high school level but need practice in test-taking skills. However, there are some shortcomings which hinder its effectiveness. The author has included several passages which require the student to use algebraic expressions of scientific formulas; yet no such math skills are required on the actual GED science tests. Another drawback is the inept formulation of multiple choice questions. Apparently unable to think of four plausible alternatives, the author has frequently resorted to "none, all or two of the above" as a final choice. The book is not designed for use by students with very weak science backgrounds. Although some of the reading passages do present basic information, a simpler, concept oriented science book such as Basic Science for Living or the GED Science Handbook would be more appropriate as a first step for these students.

Sue Wickham
4-25-76

R 3.06 INTERPRETATION OF READING MATERIALS IN THE SOCIAL STUDIES LEVEL 3

PUBLISHER Cambridge (1973) PRICE 2.67 PART OF A SERIES OF

FORMAT: Text 211 pages Instruction Manual Key (Contained) Pre-test (Contained) Mastery Test (Contained)

Multiple-choice questions are used exclusively to give the reader practice in the GED test format. The explanations accompanying the answers at the end of each section not only enable the student to check the accuracy of his work but also allow him to trace the reasoning which leads to the correct answer.

CONTENT: Practice Exercises

An introductory reading comprehension section provides explanations and limited practice in locating the main idea, locating supporting details, making inferences, and developing vocabulary skills. The next four sections contain practice exercises dealing with subject matter from world history, U.S. history, U.S. government, and other social studies such as economics and sociology. A final teaching section presents brief instruction and practice in reading charts, maps and graphs.

COMMENTS: This book is most appropriate for students who read at an early high school level but need extra practice in test-taking skills. Such students could use the book almost independently; by working the practice exercises and taking the simulated test at the end of the book, they should gain confidence in their testing skills and obtain a realistic indication of how well they will perform on the GED social studies test. Students low in comprehension skills will need an instructor's help to reason through the passages and questions. And students who lack basic social studies concepts will need considerable instructor input. Although there are some aids to concept development (terms defined for each passage, the U.S. Constitution, a list of U.S. presidents combined with significant U.S. and world events occurring during their administrations, and some passages which contain basic information such as how a bill becomes law), these aids are generally presented as reference material rather than as a basis for sequenced instruction.

Sue Wickham
4-25-76

R 3.07 FREE TO READ LEVEL 3

PUBLISHER Cummings Publishing Company (1975) PRICE

FORMAT: Worktext 266 pages Instruction Manual Key (Separate, Contained)
Pre-test (Contained) Mastery Test (Contained)

The text is designed as much for classroom use, implying discussion of many of the topics presented for full utilization of the text, as it is for individual instruction and practice.

CONTENT: Explains Concepts Examples Practice Exercises

Short paragraphs for main idea work; Word-attack exercises (phonetics, word parts, etc.); Longer reading selection for more comprehension work; Language experience work (functional skills: map reading, bus schedule reading, etc.); Etymology; Study skills; Vocabulary

COMMENTS: This text is career education oriented, and has been used with some success with (both pre-career education) students. It contends to be for "nonacademic" students and its subject matter is faily consistent with that connection. It is a text which is supposed to be consumed and many of the language-attack exercises would be more effective if used as intended. I believe that the text's use with classroom students would enhance its value immensely.

Robert S. Mann
4-19-76

R 3.08 READING TO UNDERSTAND SCIENCE LEVEL 3

PUBLISHER McGraw-Hill (1970) PRICE PART OF A SERIES OF

FORMAT: Worktext Programmed 210 pages

CONTENT: Explains Concepts Examples Practice Exercises

Finding the principal ideas (Physical Science, Social Science); Understanding details (defining, explaining, illustrating, comparing, combinations); Understanding experiments; Graphic arts; Understanding principles.

COMMENTS: This text is difficult for students without adequate reading skills. It is developmental only in terms of concepts, not in terms of skills or in terms of reading levels. It presumes a cultural and social and therefore verbal background foreign to a great number of our students. Finally, it does not present the skills in the proper order, or at least in terms of ascending difficulty: details are considered after main ideas. Part 4, Graphic Arts, is a very usable section for GED instruction in those skills which are required for GED testing. The rest of this text has been used with a small number of students whose cultural identification with that of the author makes the book appropriate for them.

Robert S. Mann
5-16-76

R309 BE A BETTER READER SERIES LEVEL 3

PUBLISHER Prentice-Hall, Inc. (1968) PRICE PART 0 OF A SERIES OF 9

See Comments Under Level 2

R3.10 READING SKILLS FOR YOUNG ADULTS LEVEL 3

PUBLISHER Scott-Foresman (1971) PRICE PART OF A SERIES OF

FORMAT: Worktext 208 pages Instruction Manual Key (Separate)

CONTENT: Explains Concepts Examples Practice Exercises

Separating facts from opinions ("Judgment" unit); Main idea, arranging details around main idea: from main idea in single paragraph through main idea in longer selections ("Central Focus" unit); Maintaining active relationship to reading subject and varying reading rate ("Purpose, Flexibility and Rate" unit); Comprehension within the paragraph, from punctuation through usage, diction and style ("Sentence Meaning" unit); Imagery and mood ("Sensory Impressions" unit); Intensive reading: outlining ("Inventory" unit); Identifying patterns of logic in reading ("Realtionships" unit); Inferences - from 'clue' reading through tone and specific types of tone: humor, satire, fantasy ("Inferences" unit); Reading symbolic writing ("Figurative Language" unit); Vocabulary skills ("Word Meaning unit").

COMMENTS: Reading Skills for Young Adults is an extension of the Tactics in Reading series. It is basically a comprehension skills oriented text for students in high school or first two years of college. Several units from the text have been and are currently used with success for GED preparation. They are: "Sensory Impressions" and "Figurative Language" units for literature test; "Relationships" unit for science and social studies test; and the "Inference" unit for all the tests. The other units in the text have been used as supplements prescribed only for students with particular needs. "Central Focus" and "Judgements" have been very well received. The overall strength of the text lies in: 1) its open ended approach to practice exercise which allows full student participation; 2) its variety of topics for exercises, which, although academic, are varied enough to appeal to the greatest number of students; 3) its developmental quality; 4) its inclusion of reading skills often ignored: relating a passage read to diagrams and graphics evaluations. Its major weaknesses: 1) Its units are not in the right order: "Judgments" as a critical skill should not be considered first. (But, as the units are completely independent of one another, this is easy to overcome.) 2) Not all students can fully grasp all of its instructions so teacher monitoring after every two or three exercises is essential; 3) It is an academically oriented text, not fully suitable to all students (although it is suitable for most GED students); 4) Complete teacher familiarity is required because many students have waited to discuss the contents of the book. (Student interest is hardly a handicap - but it often costs the teacher time.)

Robert S. Mann
4-6-76

R 3.11 READING INTERPRETATION IN SOCIAL STUDIES, NATURAL SCIENCES AND LITERATURE LEVEL 3

PUBLISHER Simon and Schuster (1971) PRICE

FORMAT: Text 263 pages Key (Contained) Mastery Test (Contained)

Most of the book consists of short practice passages. Answers are provided without explanation. Also included are glossaries for each content area, an explanation of poetry terms, synopses of Shakespeare's plays, and sample tests with answers and explanations.

CONTENT: Practice Exercises

TOPICS: Social Studies, Science, Literature

SKILLS tested but not taught include locating main ideas, finding facts, drawing conclusions, determining word meaning from context, and evaluating style, technique, and organization. Passages do not increase in difficulty within each section. The poetry section presents a detailed explanation of rhythm and meter and a series of definitions of figures of speech.

COMMENTS: Because of its high level of difficulty and its lack of explanations, this book is not very helpful in preparing students for the GED tests. Anyone able to handle the material contained here should also be able to handle the actual tests. Moreover, the passages are not representative of the GED test passages in length or nature; they are usually much shorter than the real thing, and nearly all are written as excerpts from essays. The explanation of rhythm and meter provides more detail than an English major in college needs (this is not hyperbole), and the Shakespeare section is worthless.

Sue Wickham
6-2-76

R 3.12 BASIC SCIENCE FOR LIVING, Revised Book 2 LEVEL 3

PUBLISHER Steck-Vaughn Company (1974) PRICE 1.44 PART 2 OF A SERIES OF 2

FORMAT: Worktext 95 pages Key (Separate) Mastery Test (Separate)

Each two-page lesson is followed by an objective-question exercise on the technical vocabulary used in the lesson. Simple diagrams are frequently used to illustrate the text. A glossary of terms is located at the end of the book.

CONTENT: Explains Concepts Practice Exercises

Book 2 focuses on physical science as it discusses seven forms of energy: machines, heat, magnetism and electricity, light, sound, chemical energy, and atomic energy. Reading skills emphasize factual recall and the development of scientific vocabulary.

COMMENTS: Although this book presents concise summaries of basic scientific principles just as Book 1 does, it is less helpful than Book 1 in preparing students for the GED test, partly because the GED test emphasizes earth science and life science and partly because this book is more difficult than Book 1. The readability level according to Fry's formula is much higher, and the concept density is quite high, particularly in the chemistry section. Students with a limited science background will probably need additional help from the instructor in order to understand many of the concepts presented. As in Book 1, however, the organization is clear, and the lessons lend themsleves well to instructor-prepared comprehension exercises.

Sue Wickham
5-9-76

R 3.13 GENERAL EDUCATION SERIES - SOCIAL STUDIES LEVEL 3

PUBLISHER Steck-Vaughn Company (1973) PRICE ____ PART ___ OF A SERIES OF ___

FORMAT: Text 112 pages Key (Contained) Mastery Test (Contained)

Each lesson consists of a one-page reading selection, with five or six multiple choice questions on the facing page. Answers and explanations appear on the back of the lesson page.

CONTENT: Explains Concepts Practice Exercises

Reading selections cover topics from many areas of social studies: sociology, economics, government, geography, American and world history. Although the questions require both literal and inferential skills, no direct instruction in reading skills related to the social studies is provided, except for three lessons on reading maps and six on reading graphs.

COMMENTS: The book may be useful as a test tutor book, but it will not by itself improve a student's reading skills in the social studies. The reading passages are not logically grouped to develop basic concepts, and there are no aids to understanding technical terms. Students using this text should be forewarned that many questions require background knowledge for a correct answer. The level of difficulty of these lessons is lower than that of the Cambridge social studies practice book or of the actual GED test.

Sue Wickham
5-14-76

R 3.14 RELEVANCE OF SOUND LEVEL 3

PUBLISHER Westinghouse Learning Press (1971) PRICE ____

See Comments Under Level 2

LANGUAGE - INTRODUCTION

The texts included in the English section of this Guide have been divided into three categories:

D (DEVELOPMENTAL): Intensive instruction in the fundamentals of English grammar, concentrating on building basic skills (elementary and pre-high school levels)

R (REFRESHER): General review of English grammar (high school level)

C (COMPOSITION): Instruction in sentence structure, composing sections, paragraphs, and essays.

The materials evaluated are, for the most part, workbooks, which could be considered consumable by the student. They are all books which have been designed for adults; some have been written specifically to prepare a student for the GED English Test.

In evaluating these materials, the two evaluators considered sequencing of concepts, thoroughness and clarity of explanation, applicability of examples, nature and number of exercises, transitions between concepts, physical format, and applicability in terms of potential students and instructors.

The following sequence of skills is considered to be most effective, although there are cases in which other sequencing is also effective, depending on linkages between concepts.

1. Type of sentence (Meaning: interrogative, exclamatory, etc.)
2. Subject/Verb Identification and Agreement
3. Relationship of Subject and Verb to Object or Complement
4. Nouns - Plurals and Possessives
5. Capitalization
6. Pronouns - Agreement with Antecedent
7. Verb Tense and Usage
8. Identification of Clauses (Dependent and Independent)
9. Sentence Identification (simple, compound, etc.)
10. Punctuation
11. Sentence Structure (verbals and phrases)

The sequence in which skills are presented is important when students are expected to study all or major portions of a text. This is especially true when students are also expected to proceed independently. Teachers may have to modify the sequence of some texts. The above recommended sequence is for the use of teachers who have not developed an effective sequence of their own.

In certain cases a text included reading skills as well as grammar, spelling, or vocabulary skills. Some of these texts could be very effectively used, as reading and grammar both involve general language skills.

L 1.01 RSVP I, II, III CATEGORY D

PUBLISHER Amsco PRICE

FORMAT: Worktext 176 pages each Instruction Manual Key
Review Tests at 5-lesson intervals Contained

CONTENT: Practice Exercises (Objective and Narrative)

Reading comprehension; identification of word meaning; formation of new words; using words in context; identifying synonyms and antonyms; spelling; matching words with definitions.

COMMENTS: There are three volumes in this series, numbered 1, 2 and 3, which suggests that the series is developmental. It is not. The vocabulary does not differ appreciably from volume to volume (the words dealt with are in the 6th - 8th grade vocabulary range), and the exercises are not designed to build those skills which the series purports to build. Each text in the series has exactly the same format, which is supposed to enable the student to build skills in reading, spelling, vocabulary and pronunciation. Approximately 15% of the material is devoted to reading, spelling and pronunciation; the remainder, instead of helping the student build word attack skills, requires memorization of a seemingly arbitrarily selected list of words (200 in each text). According to the Preface, the books are designed to be self-teaching. The worst aspect of the entire series is, however, that the student is given no explanation of the skills he must use in the exercises, such as how and/or why a word changes form, how a prefix can alter meaning, why a gerund rather than an infinitive form is used in a given context, etc. In each lesson, five words are introduced (poorly), and the formula of exercises applied to those five words is repeated in every other lesson throughout the three volumes. The result is boring busy work for the student. Only one exercise out of the six in each lesson requires that the student apply the meanings of the lesson words and use them in a logical context. Most of the exercises are ill-introduced, arbitrarily conceived, and confusing to the student. The series would be valuable only accompanied by an excessive amount of teacher supplementation.

Harriet H. Custer
6-2-76

L 1.02 GETTING READY FOR THE HIGH SCHOOL EQUIVALENCY EXAMINATION CATEGORY D

PUBLISHER Barrons Educational Series Inc. (1973) PRICE 2.95

FORMAT: Text 232 pages Key (Contained)

CONTENT: Explains Concepts and/or Rules Examples Practice Exercises (Objective)

Vocabulary (dictionary skills, suffixes, prefixes, roots, syllabication); Nouns and verbs; Basic sentence structure; Modifiers, pronouns, possessives; Capitalization; Punctuation.

COMMENTS: This text was designed for the student who needs developmental work in order to attain the skill level necessary to pass the GED tests. It is divided into two major sections - language and reading. Although the purpose of this book is to "build skills", it is not a good developmental text. In the language section, explanations are too brief and the examples too few. The exercises do not immediately follow their related explanations; thus the student is asked to understand several concepts before he has an opportunity for application. Furthermore, the exercises are not nearly comprehensive enough to give the student a firm grasp of the content. Chapter 3 deals with the most basic elements of grammar; Chapter 4 deals with essentially the same elements, but in more depth. This sort of sequencing is an excellent developmental technique, but it fails in this text because Chapter 3 does not provide enough explanation of, or application in, the basic skills. Chapters 5 - 8 deal with the basic fundaments of reading, concentrating on those skills and types of questions most relevent to the GED student. The rest of this text deals with reading skills (See Comments in Reading Section).

Harriet Custer
6-5-76

L 1.03 SIGNALS CATEGORY D

PUBLISHER Cambridge (1976) PRICE PART 1 OF A SERIES OF 3

FORMAT: Text 122 pages Instruction Manual Key (Separate)

CONTENT: Explains Concepts and/or Rules Examples
Practice Exercises (Objective and Narrative)

Dictionary skills; subject/predicate; nouns; verbs; modifiers; intransitive verbs; prepositional phrases; pronouns; subject/verb agreement; sentence structure; problem words; capitalization; punctuation; spelling.

COMMENTS: This is the first in a series of three texts - Signals, Signposts and Landmarks. Although the texts purport to increase in difficulty, they do not constitute a developmental language program. Signals and Signposts cover essentially the same ground, but from different perspectives. Each text is more specialized than its predecessor in that the concepts presented are more subtle; one text does not, however, build upon another. Signals is quite attractively laid out, using graphics to effectively elicit reader interest and to initiate practice exercises. The author's philosophy appears to reinforce the learning by doing approach: there are numerous and interestingly varied exercises, which is the text's chief strength. The author, however, assumes that the student has "a native sense of English" which renders adequate explanations and illustrations unnecessary. The text appears to have been designed to entertain rather than to instruct. The trendiness of the graphics and jargon, however, cannot substitute for logical sequencing and clear explanation. The author confuses the student by asking him to consider too many concepts at one time and at certain points the student is required to understand and apply concepts which have not been introduced. Furthermore, a disproportionate amount (28%) of the text is devoted to investigating homonyms and capitalization. All in all, Signals with its emphasis on application and its avoidance of guidance, would be useful only when constantly supplemented by the teacher.

Harriet H. Custer
6-5-76

L 1.04 INTRODUCTION TO ENGLISH (Pre GED Program) CATEGORY D

PUBLISHER Cambridge Book Company (1972) PRICE

FORMAT: Worktext 188 pages Key (Contained) Pre-test (Contained)

CONTENT: Practice Exercises (Objective)

Nouns; pronouns; verbs; adjectives, adverbs, prepositions; confusing words and phrases; punctuation and capitalization; vocabulary; spelling.

COMMENTS: This text is very useful in introducing the developmental student to those concepts which he will need to master in order to pass the GED English test. Each lesson has essentially the same format: the text demonstrates how to identify the concept, the concept is explained, and then the student is asked to use the concept within a context. The explanations are clear, and traditional technical terminology is avoided (i.e.: prepositions are refered to as "hooking words"). Furthermore, this text is valuable for the pre-GED student in that the format of the exercises is very similar to that of the questions on the GED English test. One of the drawbacks to this text, however, is that there are not enough exercises to provide the developmental student with a firm grounding in each concept. Supplementary exercises would probably have to be used. There is little emphasis on sentence meaning - showing the relationships between various parts of a sentence; the lesson on the subject/verb relationship, for instance, comes very late in the text, and is quite sketchy. Punctuation, also, is presented in isolation from grammatical concepts, rather than taught in context. Overall, this is a good text for the basic level student, in that it introduces him, in language that he can understand, to the major concepts which he will encounter on the GED test. However, this is a basic level text; in order to be prepared to take the GED English test, the student will have to move on to and master more complex material.

Harriet H. Custer

L 1.05 SYSTEM FOR SUCCESS I, 1st Edition CATEGORY D

PUBLISHER Follett (1965) PRICE PART 1 OF A SERIES OF 2

FORMAT: Worktext 30 pages Key (Separate)

CONTENT: Explains Concepts and/or Rules Examples
Practice Exercises (Objective and Narrative)

Sentences (meaning); Capitalization; Punctuation; Verbs; Letter-writing; Application forms.

COMMENTS: This is not a complete teaching book for English. The material is "hit and miss". There is little continuity, and no apparent goal. The book addresses the student as if he were immature, and talks down to him. It might be used to develop "coping" skills (sections on Letters and Applications).

Lorraine Schachterle
5-20-76

L 1.06 SYSTEM FOR SUCCESS II CATEGORY D

PUBLISHER Follett PRICE PART 2 OF A SERIES OF 2

FORMAT: Worktext 35 pages Key (Separate)

CONTENT: Explains Concepts and/or Rules Examples
Practice Exercises (Objective and Narrative)

Sentence writing; Punctuation (end of sentence); Capitalization; Punctuation; Verbs; Nouns, pronouns; Letter-writing; Job application

COMMENTS: Although this book is an improvement over Book I, the format is choppy and the material does not present much challenge. The section on filling out a job application is valuable. In other areas, the book seems to present more "busy work" than actual teaching.

Lorraine Schachterle
5-20-76

L 1.07 ENGLISH II, 1st Edition CATEGORY D

PUBLISHER Holt, Rinehart and Winston (1962) PRICE

FORMAT: Text 154 pages

CONTENT: Explains Concepts and/or Rules Examples
Practice Exercises (Combination of Objective and Narrative)

Sentences (meaning); subject, verbs; paragraphs; nouns; pronouns; verbs; adjectives and adverbs; prepositions; conjunctions; punctuation; dictionary (alphabetizing); synonyms, antonyms, homonyms; syllabication; suffixes, prefixes; verb (form); contractions; plurals; possessives; pronoun usage; usage; sentence structure; ways of getting information; oral communication; written communication (letters).

COMMENTS: Directions to students are clear. Teacher would need to help a student using this book. The sequence is not completely as recommended. There are not enough exercises in some places. The transitions are adequate. Sometimes the material is extremely simple, and other times it is unnecessarily difficult (for example, principle parts of verbs). This book tries to cover a very large area, and many levels.

Lorraine Schachterle
5-12-76

L 1.08 TRACKDOWN CATEGORY D

PUBLISHER Scholastic Book Services (1970) PRICE

FORMAT: Worktext 96 pages Instruction Manual Key (Separate)
Review Tests (Contained)

CONTENT: Practice Exercises (Objective and Narrative)

Usage (slang, colloquial usage, run-on sentences); Subject/verb agreement; Verbs (tense and usage); Pronouns; Modifiers and comparative; Capitalization; Spelling (adding endings only); Punctuation (comma, quotations); Sentence fragments.

COMMENTS: This text is designed to attract the younger student to whom traditional English grammar is unpalatable. The framework of the book consists of a series of short "whodunits", each of which purports (but often fails) to illustrate the grammatical concepts which one lesson covers. There is sometimes a lack of social logic in the content of the stories (such as people "well-known to the police" who are anxious to act as informants) and some unfortunate imposition of value judgements, to which a younger student might react negatively. For all its drawbacks, however, this text could be used very effectively. It is attractively designed, using many graphics and some puzzles, and incorporates exercises in visual perception, geared to sharpen the students awareness of details. The author has done a good job of blending reading comprehension with basic grammatical usage. The student is encouraged to ask questions, find "clues", and is given guidance in finding solutions (factual and grammatical). The text empnasizes clarity of expression and the value of good communication skills without relying on traditional grammatical terminology and jargon. Trackdown would be a better text, however, if there were fewer stories and more emphasis on application. The exercises and explanations are too brief for this text to be effectively used as a comprehensive developmental tool to teach grammatical usage. It would be very effective, however, if used in conjunction with a more comprehensive English text. It requires a good bit of teacher supplementation, but the time it would take the instructor to understand the format and reinforce the explanations would be well spent.

Harriet H. Custer
6-6-76

L 1.09 LEARNING OUR LANGUAGE I, Revised CATEGORY D

PUBLISHER Steck-Vaughn (1974) PRICE PART 1 OF A SERIES OF 2

FORMAT: Worktext 93 pages Mastery Test (Contained)

CONTENT: Explains Concepts and/or Rules Examples
Practice Exercises (Objective and Narrative)

Sentences (complete thought, 4-types of sentences); capital letters (16 basic rules); subject/verb identification; punctuation (emphasis on comma); nouns (singular and plural forms, basic rules for forming plurals); subject/verb agreement and tense; writing friendly letters; verbs (three principal parts, contractions); vocabulary (synonyms, antonyms, homonyms); nouns (common and proper); adjectives; usages (words commonly confused).

COMMENTS: This worktext is very useful for the student who needs a thorough grounding in the basics of English grammar. It can be used by an instructor who does not have a background in English, and should be used in close one-to-one instruction. The sequence of concepts presented is reasonable, and the explanations and examples are good. The exercises, however, are frequently insufficient, and may need to be supplemented. The major weakness of the text is that the relationship of subject to verb and the function of the verb are never thoroughly explained or grounded through exercises, thus making related sections confusing and require a reinforcement from the instructor. More exercises are also needed in identifying nouns and adjectives. The reading level is consistent throughout, with the exception of the vocabulary chapters, in which the student is asked to deal with some relatively sophisticated words. There are review exercises incorporated within each chapter. There is a good balance of objective (identification) and narrative (sentence completion and composition) exercises, which gives the student good practice in writing.

Harriet H. Custer
5-1-76

L 1.10 LEARNING OUR LANGUAGE II CATEGORY D

PUBLISHER Steck-Vaughn PRICE PART 2 OF A SERIES OF 2

FORMAT: Worktext 94 pages Instruction Manual Key (Separate)
Mastery Test (Contained)

CONTENT: Practice Exercises (Objective and Narrative)

Sentence subject; sentence predicate; four types of sentences; simple and compound sentences; capitalization (review); nouns (common and proper, singular, plural, possessives); noun usage (subject - predicate complements); punctuation (review) and quotations (direct and indirect); pronouns and antecendents, kinds of pronouns, usage; vocabulary (synonyms, antonyms, homonyms); verbs (action, being, verb phrases, tenses); subject/verb agreement; adjectives, adverbs, making comparisons; prepositions and conjunctions.

COMMENTS: This worktext is useful in developing the basic grammar skills of a student who is reading at the junior high school level. It should not, however, be used by the student independently. The sequence of skills presented is in certain respects illogical, and the explanation and exercises are not comprehensive. For instance, the student is asked to deal with pronouns as predicate nominatives and objects of prepostions before he understands pronouns (or prepositions). If the student is preparing for the GED test, Chapters 8, 13 and 21 could easily be eliminated. The major weakness of the worktext is that the student is required to memorize endless rules; the concepts on which these rules are based are seldom clearly explained and are not backed up with exercises comprehensive enough to give the average student a grasp of the meaning and function of the concept. For instance, in the chapter on verb usage, the student is merely asked to identify (and memorize) the three principal verb parts; he is never asked to use those principal parts. This worktext is recommended for use by an instructor who is familiar with English grammar. It needs to be used cautiously by the instructor, and frequently supplemented with additional (or alternative) explanations and practice exercises.

Harriet H. Custer

L 1.11 EVERYDAY ENGLISH, 2nd Edition CATEGORY D

PUBLISHER Steck-Vaughn Company (1974) PRICE

FORMAT: Worktext 112 pages

CONTENT: Explains Concepts and/or Rules Examples
Practice Exercises (Objective and Narrative)

Alphabet work; Capitalization; punctuation; word usage (verbs); vocabulary (synonyms, antonyms, homonyms, contractions); composition (paragraphs and stories); capitalization; letter-writing; conversation; dictionary use (alphabetical order, guide words, syllabication, definition of words, word endings, building words).

COMMENTS: This book give elementary work with very little explanation. For instance, syllabification rules are not taught; students simply look up words in a dictionary. Too large an area is included in the book for any section to be covered adequately. When verb usage is stressed, the book works only on verb pairs, instead of stressing rules or concepts. The number of exercises is adequate, but continuity is lost because of inadequate transitions.

Lorraine Schachterle
5-12-76

L 1.12 USING ENGLISH, 2nd Edition CATEGORY D

PUBLISHER Steck-Vaughn Company (1972) PRICE

FORMAT: Worktext 125 pages

CONTENT: Explains Concepts and/or Rules Examples
Practice Exercises (Combination of Objective and Narrative)

Capitalization (writing capitals, numerals and sentences); writing a letter; use of specific pairs of verbs and "them" and "those"; homonyms; more letter writing; use of specific pairs and sets of verbs - plus "I" and "me"; negative words; redundancies; punctuation; sentences; paragraphs; outlines; capitals; quotation marks; choosing words (common errors); contractions; singular and plural; possessives; dictionary use.

COMMENTS: This book tries to cover a very wide area at a developmental level. In so doing, it teaches only small pieces of each concept covered. It does not follow any planned sequence. It also teaches concepts for specific words, but does not indicate that there are many other words to which the same concept would apply equally as well. Sections of the book could be used at intervals, in conjunction with another book, for practice exercises. This is especially true of the sections concerning letter-writing. Correct usage is emphasized; incorrect examples are not given. Rules covered in the book are listed at the end of the book.

Lorraine Schachterle
4-28-76

L 2.01 ENGLISH, A COMPREHENSIVE COURSE, 1st Edition CATEGORY R

PUBLISHER Amsco (1970) PRICE

FORMAT: Paperback (Text or Worktext) 312 pages Review Test (Contained)

CONTENT: Explains Concepts and/or Rules Examples
Practice Exercises (Objective and Narrative)

Vocabulary, spelling, capitalization, punctuation, abbreviation, correct usage, parliamentary procedure, the newspaper, magazines, propaganda techniques, library use, reading comprehension, composition, letter writing, literature.

COMMENTS: This book has some very good sections, but it attempts to cover far too much material. There are not enough practice exercises in some places. Many students would get discouraged by the amount of material and the pace at which it is covered. Answers are given for tests but not for exercises. This would be a good college preparation book. The explanatory answers given are good.

Lorraine Schachterle
6-3-76

L 2.02 ENGLISH MADE EASIER, 1st Edition CATEGORY R

PUBLISHER Amsco (1974) PRICE

FORMAT: Worktext 256 pages Key (Separate) Unit Tests (Contained)

CONTENT: Explains Concepts and/or Rules Examples
Practice Exercises (Combination of Objective and Narrative)

Simple sentences; subject/verb agreement; sentence structure; parts of speech (nouns, verb, pronouns, adjective, adverbs, prepositions, conjunctions, interjections); sentence style and structure; punctuation; capitalization; spelling; synonyms and antonyms; vocabulary.

COMMENTS: The teaching sequence of this book is usable. Concepts are explained well, but the fine points of rules are not always mentioned. Students could follow the explanations in most cases. Practice exercises are ample. This would be a good book for the student who wants a general review; however, it is quite long, and would not be suitable for the student who wants a quick review. The sections on sentence structure, vocabulary and spelling are especially good.

Lorraine Schachterle
5-21-76

L 2.03 ESSENTIALS OF ENGLISH, 1st Edition CATEGORY R

PUBLISHER Amsco (1971) PRICE

FORMAT: Worktext 245 pages Instruction Manual Key (Separate)
Mastery Test (Contained)

CONTENT: Explains Concepts and/or Rules Examples
Practice Exercises (Combination of Objective and Narrative)

Sentence structure; parts of speech (nouns, pronouns, verbs, adjectives and adverbs, prepositions and conjunctions, interjections); punctuation and capitalization; spelling; vocabulary.

COMMENTS: The material in this book is not completely in logical teaching sequence. Moreover, there is so much material that the student may get discouraged. The transitions between lessons are good. There are some outstanding sections of the book (i.e.: punctuation and capitalization, spelling and vocabulary). The explanation of concept and rules is exceptionally good. Opportunity is given for creative work in language. This would be a very good book for a college bound student, or for one who is planning a career which would require verbal skills.

Lorraine Schachterle
5-15-76

L 2.04 CORRECTNESS AND EFFECTIVENESS OF EXPRESSION, 1st Edition CATEGORY R

PUBLISHER Arco (1975) PRICE

FORMAT: Worktext Test Tutor 190 pages Key (Contained) Pre-test (Contained)
Mastery Test (Contained)

CONTENT: Explains Concepts and/or Rules Examples
Practice Exercises (Objective)

Sentence structure, punctuation and capitalization, parts of speech, diction and style, spelling, sentence errors, verbs - tense, pronouns, parallel structure, misplaced modifiers, simulated High School Equivalency Exam.

COMMENTS: The teaching sequence may require modification if the book is to be used as a whole. The transitions between lessons are fairly good. The simulated test is not comparable to a GED test, and the information about testing is not correct. Some concepts are taught in a sketchy manner, leaving out important information. The section on Diction and Style is good. Possibly this would be used as a pre-GED book.

Lorraine Schachterle
5-30-76

L 2.05 TEACH YOURSELF ENGLISH CATEGORY R

PUBLISHER Barron's Educational Series (1968) PRICE 1.85

FORMAT: Worktext Programmed 127 pages Pre-test (Contained)
Mastery Test (Contained)

CONTENT: Explains Concepts and/or Rules Examples
Practice Exercises (Objective)

Sentence structure; nouns, pronouns, possessives; verbs, subject/verb agreement, verbals; phrases and clauses; comparisons; conjunctions; prepositions; punctuation.

COMMENTS: This programmed workbook purports, as the title suggests, to be an all-inclusive aid for the student who wishes to learn grammatical usage and punctuation. The format of the text is well-organized and easy to follow, and the concepts covered are numerous and logically sequenced. The author, however, in his attempt to provide "hints" rather than fully discussed and illustrated principles, ignores many complexities which occur among the building blocks of language. The practice exercises are numerous, but too uniformly simple. The text is not developmental, and the exercises do not expose the student to increasing degrees of difficulty and complexity in applying the various concepts. This text would provide a good source of review for the student who already has a mastery of the fundaments of English grammar. It should not be used by the student who needs a thorough refresher, and is not recommended for general use as a preparatory text for the GED English test. The basic concepts of English usage and punctuation are inadequately explained and illustrated. The author does, however, include a great many functions of language. The sections on pronouns antecedants, problem verbs, and ending punctuation are particularly well presented. The text includes a pre-test, a mastery test, an index, and an appendix in which several verbs are conjugated. There are light review exercises, but they do not adequately reflect the concepts covered, and thus would not demonstrate the students mastery of the material.

Harriet H. Custer

L 2.06 DEVELOPING SKILLS FOR THE H.S.E. EXAMINATION, 1st Edition CATEGORY R

PUBLISHER Barron's Educational Series (1972) PRICE

FORMAT: Test Tutor Programmed 333 pages Key (Contained)
Mastery Test (Contained)

CONTENT: Explains Concepts and/or Rules Examples
Practice Exercises (Objective)

Dictionary use, vocabulary, spelling, punctuation, sentence structure, agreement - subject and verb, pronouns - antecedents, case of pronouns, verbs (tenses, principal parts), misplaced modifiers, usage, simulated test.

COMMENTS: This book explains most things clearly to the student, so much work could be done independently. If the book is to be used as a whole, the teacher should consider modifying the teaching sequence (see recommended sequence in introduction to this section). The transitions are OK. No explanatory answers are given for the simulated test. The format of the simulated test is not comparable to the GED test.

Lorraine Schachterle
5-16-76

L 2.07 ESSENTIALS OF ENGLISH, 1st Edition CATEGORY R

PUBLISHER Barron's Educational Series (1961) PRICE

FORMAT: Handbook 203 pages

CONTENT: Explains Concepts and/or Rules Examples

Parts of speech, sentences - usage, sentence style and structure, punctuation, paragraphs, composition - styles.

COMMENTS: This would not be appropriate as a teaching book, but it is a very good handbook. Teachers should have a copy of it, especially to use for helping students with composition. Students could use it for a reference book.

Lorraine Schachterle
5-29-76

L 2.08 SPELLING CATEGORY R

PUBLISHER Cambridge Book Company (1971) PRICE

FORMAT: Text 186 pages Key (Separate) Pre-test (Contained)
Mastery Test (Contained)

CONTENT: Explains Concepts and/or Rules Examples
Practice Exercises (Objective and Narrative)

Five basic rules (ie-ei, y endings, silent e endings, double consonants, c endings); plural formations; pronunciation (accenting, dictionary symbols, silent letters); changing word forms; homophones; abbreviations; possessives and contractions; capitalization; dictionary skills; confusing suffixes and prefixes, compound words, hyphenation;

COMMENTS: This spelling text is designed for the student who has a fairly good command of vocabulary (8th-9th grade level). The author employs a traditional approach to spelling, using rules, examples, and exercises. There are numerous practice exercises, in many of which the student is required to write out words, probably the best method of reinforcing spelling concepts. The one major weakness in this text is that long lists of frequently misspelled words are provided without benefit of a viable method for the student to learn (and remember) to spell the words. There is, however, a long list of homophones with easy-to-remember definitions and illustrations which would be helpful for reference. A well-motivated student could use this text easily on his own. The large numbers of practice exercises which are provided, keyed to rules and concepts, are the strong points of the book.

Harriet Custer

L 2.09 BASIC SKILLS IN GRAMMAR I CATEGORY R

PUBLISHER Cambridge Book Company PRICE PART 1 OF A SERIES OF 2

FORMAT: Worktext 123 pages Key (Separate) Pre-test (Contained)
Mastery Test After Each Major Section

CONTENT: Explains Concepts and/or Rules Examples
Practice Exercises (Objective)

Quick review of parts of speech; diagramming sentences; sentence structure; using parts of speech; punctuation and capitalization.

COMMENTS: This text, the first in a two-part series, is meant to serve as an introductory guide to the fundamentals of grammar and sentence structure. It does take up a good many concepts, but its treatment of them exposes many more shortcomings than strengths. The most glaring weakness of the text is its lack of adequate examples of the concepts explained. Many rules, in fact, are dogmatically stated without any illustration. Furthermore, the author presents his rules and explanation in huge blocks, which would serve only to frustrate and confuse the developmental level student. Pages 27-30, for example, introduce the basic elements of the sentence with a barrage of 23 separate rules. Aside from the drawbacks of the context, this book is poorly laid out, rules, examples, exercises, etc. are jammed together, which tend to confuse the student as much as the content. An interesting facet of this text is its chapter on diagramming sentences. This procedure, which can be useful in demonstrating the relationships between parts of speech and elements of sentence structure, is insufficiently explained and illustrated, however. For all its omissions and faults, though, this text does provide a good battery of diagnostic and review tests. While the text neglects examples, it does provide good exercises. All aspects considered, this text would only be useful when used in conjunction with extensive guidance from the instructor.

Harriet Custer

L 2.10 BASIC SKILLS IN GRAMMAR 2 CATEGORY R

PUBLISHER Cambridge Book Company (1971) PRICE PART 2 OF A SERIES OF 2

FORMAT: Worktext 112 pages Key (Separate) Chapter Reviews (Contained)

CONTENT: Explains Concepts and/or Rules Examples
Practice Exercises (Objective)

Basic parts of speech; phrases and clauses; diagramming sentences; subject/verb agreement; verb forms; sentence structure; punctuation and capitalization.

COMMENTS: Whereas Basic Skills in Grammar 1 purports to be a "fundamental" grammar text, Book 2 is intended as a refresher text. Thus, while Book 2 follows essentially the same plan as Book 1, its heavy emphasis on practice exercises become, for the reviewer, relative strengths instead of weaknesses. Book 2 is an improvement over Book 1 in several other respects. The author offers more examples, and thus the text is less confusing and dogmatic in tone. And, although the lay-out is poor, the use of italics instead of bold face type to set off the explanations is easier on the eye and would seem less overbearing to the student. While it does not provide the diagnostic and mastery tests which were a significant asset to Book 1, the review exercises are even better than those supplied in the first volume. Book 2, however, a refresher text, and should not be used for a student who does not already have a fairly solid foundation in the fundamentals of grammar.

Harriet Custer

L 2.11 SIGNPOSTS CATEGORY R

PUBLISHER Cambridge Book Company (1976) PRICE PART 2 OF A SERIES OF 3

FORMAT: Worktext 122 pages Instruction Manual Key (Separate)

CONTENT: Explains Concepts and/or Rules Examples
Practice Exercises (Objective and Narrative)

Verb forms; nouns; modifiers; preportional phrases; pronouns; more complex verb forms; compound sentences; clauses; sentence fragments; subject/verb pronouns/antecedent agreement; vocabulary; capitalization; punctuation; spelling.

COMMENTS: Signposts is a better balanced text than Signals, the first text in this series. Signposts dwells more upon defining and illustrating the rules of composition, and is more accessible to the independent student. The exercises are well-conceived and adequate to reinforce the concepts presented. The reviews, however, which are inserted periodically, are too brief; summarizing tests should be provided at the end of each chapter. Signposts does take up certain topics (colon; compound-complex sentences, for example) which are omitted in Signals. In Signposts, though, too much space is devoted to rather esoteric concepts such as dialogue paragraphing. With some instructor guidance, and supplementation, however, it will hold the student's attention and effectively instruct him. Furthermore, while the range of concepts is fairly broad and generally well-sequenced, there are some problems which should be noted. For instance, the section on subject/verb agreement is placed after the sections on clauses. The chapters on punctuation and spelling, however are quite good. Selected chapters from this text could be very helpful in preparation for the GED test; any or all of the text could be valuable for the student who wants to refresh his grammar skills.

Harriet Custer

L 2.12 CORRECTNESS AND EFFECTIVENESS OF EXPRESSION: PREPARATION FOR THE HIGH SCHOOL EQUIVALENCY EXAMINATION (GED), Rev. & Enl. CATEGORY R

PUBLISHER Cambridge Book Company (1973) PRICE

FORMAT: Text 207 pages Key (Contained) Pre-test (Contained
Mastery Test (Contained)

CONTENT: Explains Concepts and/or Rules Examples
Practice Exercises (Objective)

Spelling; vocabulary (prefixes, suffixes and roots); sentence parts (subject/verb complements, clauses, phrases); sentence structure; usage (verbs, subject/verb agreement, verbals, pronouns, modifiers); style and clarity in sentence construction; word choice (diction); punctuation; capitalization; pronunciation.

COMMENTS: This text has been designed specifically to help prepare students to take the GED English test, but is also useful as a general grammar text. Perhaps the most valuable aspect of this text lies in the fact that the format of the exercises is patterned after the format of the questions on the GED test. The text opens with a Diagnostic test, the sections of which are keyed to the major divisions of the instructional bulk of the text. The distribution of items on the Diagnostic Test, however, is disproportionate to the distribution of skills required on the GED test (with an extremely heavy emphasis on punctuation, for instance). The explanations of concepts, examples, and exercises are quite good, although the exercises are occasionally insufficient, and are not always judiciously integrated with explanations. The Spelling section is the poorest in the text, it is not recommended for the student who needs developmental work in spelling. At the end of the text is a Simulated GED Test. This is useful for practice, but is not recommended as a determination of GED readiness. The items are overall less difficult than those on the GED test, and the format of the simulated test differs considerably from that of those forms of the GED test in use in recent years. In general, this is a good text for GED preparation. There are many exercises, including explanations justifying each correct answer. Most instructors could use this text without supplement, although the "GED Grammar Readiness Test" rather than the Simulated Test within this text, is recommended for determination of GED readiness.

Harriet Custer

L 2.13 SPELLING (2 Volumes) CATEGORY R

PUBLISHER General Learning Corporation (1968) PRICE

FORMAT: Worktext Programmed 48, 30 pages Key (Contained)
Lesson Mastery Test (Contained) Course Mastery Test (Separate)

CONTENT: Explains Concepts and/or Rules Examples
Practice Exercises (Objective)

Word endings; single and double consonants; hyphenation; ei - ie words; plurals and contractions; homonyms and other word pairs.

COMMENTS: Because a mastery of spelling requires good listening skills, as well as the ability to spot a misspelled word when writing it, the programmed approach to spelling is not the most effective method. This series, however, presents spelling as well as a programmed text could. The student is guided through use of the rule or concept, to explanation and illustration of the rule, to application of the concept, and, finally is told the exceptions to the rule. As in most programmed texts, however, there is not enough practice to give the student a firm grounding in the use of each rule. Furthermore, the student seldom is required to write out the spelling words - an unfortunate omission, as writing is probably the strongest method of reinforcing and remembering rules and exceptions. Most concepts are well-covered; the section on plurals, however, is far too brief to be sufficient for the developmental student to become familiar with the various formations of plural nouns.

Harriet Custer

L 2.14 ENGLISH USAGE (4 volumes) CATEGORY R

PUBLISHER General Learning Corporation (1968) PRICE

FORMAT: Worktext Programmed 59, 56, 58, 60 pages Key (Contained)
Lesson Mastery Test (Contained) Course Mastery Test (Separate)

CONTENT: Explains Concepts and/or Rules Examples
Programmed Exercises

Subject/verb identification; modifiers; comparatives; past participles; prepositional phrases; negatives; possessive and reflexive pronouns; possessives and plurals; pronouns: subjective and objective; subject/verb agreement; capitalization; punctuation.

COMMENTS: This series of programmed texts are quite well-conceived. Although the concepts are not presented in what has been suggested as a logical sequence, the transitions between lessons are good, and the sequencing does not detract from the effectiveness of the material. Each lesson is thorough, and the manner of presentation is excellent. First, the student is shown how the concept is used, then introduced to the concept and the appropriate terminology, and, finally asked to apply the concept in exercises. There is one glaring omission in the series, however: singular and plural possessives are introduced in Lesson 8, without any presentation of formation of plural nouns. A supplementary lesson on plurals should be inserted between lessons 7 and 8. This series would be excellent for preparation for the GED English test or as a general refresher in English grammar, capitalization and punctuation. Lessons 5, 6 and 7, however, could be easily omitted in GED preparation. These texts are easy for the student to use, and do not require excessive teacher supplementation. There is a review test at the end of each lesson, with separate answers so that the instructor can be certain of the students grasp of the material.

Harriet Custer

L 2.15 ENGLISH III, 1st Edition CATEGORY R

PUBLISHER Holt, Rinehart and Winston (1964) PRICE

FORMAT: Text 243 pages Key (Contained, Not Complete)

CONTENT: Explains Concepts and/or Rules Examples
Practice Exercises (Objective and Narrative)

Subject and verbs, nouns, adjectives, adverbs, pronouns, prepostions, conjunctions, linking verbs and action verbs - complements, sentence structure, clauses, punctuation, vocabulary, paragraphs, outlines, letters, sentence variety (order), application blanks, word usage, verb forms and agreement, comparison of adjectives and adverbs, redundancy, oral communication, listening and mass media, propaganda devices, means of finding information.

COMMENTS: Directions to students are clear. There are not as many practice examples as are needed. The teaching sequence is fairly logical; however, explanations of concepts are sometimes not detailed enough. A teacher would need to work closely with each student to supplement where needed. A stronger section on sentence structure (including proper placement of modifiers) is needed. Transitions are adequate.

Lorraine Schachterle
5-12-76

L 2.16 PLAIN ENGLISH 9, 3rd Edition CATEGORY R

PUBLISHER McCormick-Mathers PRICE PART 1 OF A SERIES OF 4

FORMAT: Worktext 119 pages Key (Separate) Pre-test (Contained)
Review Test (Contained)

CONTENT: Explains Concepts and/or Rules Examples
Practice Exercises (Objective)

Additional activities suggested give opportunities for narrative exercises.

Sentence sense (meaning and structure), punctuation, verbs, verbals, nouns, pronouns, adjectives, adverbs, conjunctions and prepositions, sentence structure, composition (paragraphs, outlines, letters, conversation), spelling and vocabulary (included in each section).

COMMENTS: Sequence varies somewhat from the recommended sequence (see introduction). It is a thorough book, but it delves too deeply into too many areas. It would need to be used with the Plain English Handbook, because of references made in the worktext. Without this, explanations and examples are inadequate. The book contains much valuable material, but it is not practical for GED preparation. Spelling is dealt with, but no rules are given. Transitions are poor.

Lorraine Schachterle
5-4-76

L 2.17 PLAIN ENGLISH HANDBOOK, 5th Edition CATEGORY R

PUBLISHER McCormick-Mathers (1966) PRICE

FORMAT: Handbook (Reference) 184 pages

CONTENT: Explains Concepts and/or Rules Examples

Sentence completeness, parts of speech, the sentence, mechanics of composition, the paragraph, the whole composition, choice of words, structural and transformational grammar.

COMMENTS: Outstanding handbook. No English instructor should be without one of these handbooks for use as a reference book. Students could also benefit from reading sections of the handbook in connection with similar sections of a worktext. The teaching sequence is not always logical, but this is not designed to be a teaching book. As a reference book, it is without parallel. Students and teachers would need to become familiar with using the handbook, because it is organized by section number rather than by page number.

Lorraine Schachterle
5-4-76

L 2.18 PLAIN ENGLISH 10, 5th Edition CATEGORY R

PUBLISHER McCormick-Mathers PRICE

FORMAT: Worktext 96 pages Key (Separate) Pre-test (Contained)
Mastery Test (Contained)

CONTENT: Examples Practice Exercises (Objective)

Sentence completeness; capitalization and punctuation; pred. nom. and appositives; verbs (classes, tenses, usage); substantives, modifiers and connectives (usage of noun, pronouns, adjectives, adverbs, prepositions, conjunctions); phrases and clauses; using variety; spelling (this is done at regular intervals throughout the book); vocabulary.

COMMENTS: This book consists, almost entirely, of practice exercises, some of which are very good. There is, however, very little explanation of rules or concepts. The Plain English Handbook is referred to for these explanations; consequently, this book should be used only in conjunction with the handbook. It is probably too detailed for use in GED preparation. It also lacks several areas of study needed in that preparation. Transitions are non-existent.

Lorraine Schachterle

L 2.19 BASIC ENGLISH REVIEW CATEGORY R

PUBLISHER Southwestern Publishing Company (1969) PRICE

FORMAT: Worktext 218 pages Key (Separate)

CONTENT: Explains Concepts and/or Rules Examples
Practice Exercises (Objective and Narrative)

Sentences (subject/predicate; 4 types; parts of speech); nouns (common, proper, collective, plurals, possessives); pronouns; verbs (usage, auxiliaries, subject/verb agreement, tense); adjectives and adverbs; prepositions and conjunctions; phrases and clauses; writing sentences and paragraphs; punctuation and capitalization; word choice.

COMMENTS: This is a good basic text for the student preparing for the GED test, or who wants a general refresher course in English grammar. The sequence of concepts presented is logical, the explanations are thorough and well-illustrated, and there is a profusion of exercises in most sections. The text, however, includes more than the average student needs to know, and a number of sections should probably be eliminated. Section 3 gives a very brief introduction to parts of speech, and is more confusing than useful. Sections 14-20 (verb tense) should be eliminated. The entire unit on modifiers (Sections 23-25) could be eliminated; if it is used, it should be used selectively. Sections 26-28 (prepositions, conjunctions, phrases) could be eliminated, as well as Sections 30 and 31. The unit on punctuation and capitalization is fairly good, although a major fault in the text is the fact that punctuation is isolated, as opposed to being incorporated in other sections, which would make the rules more comprehensible. The grammar exercises are interspersed with vocabulary and spelling exercises, which are isolated in the sense that no introduction or explanation is given for the concepts involved. This is a text that could be used by an instructor who does not have a formal background in English grammar, as concepts are clearly explained. Most students would not need to do all the practice applications; the number of lessons assigned for a student to do independently should be consistent with that student's ability to grasp grammatical concepts.

Harriet Custer

L 2.20 ENGLISH ESSENTIALS (Revised) CATEGORY R

PUBLISHER Steck-Vaughn (1974) PRICE

FORMAT: Worktext 96 pages Instruction Manual Key (Separate)
Mastery Test (Separate)

CONTENT: Explains Concepts and/or Rules Examples
Practice Exercises (Objective) Small Amount of Sentence Writing

Using sentences (types of sentences - meaning and construction), capitalization, punctuation, nouns, pronouns, verbs, adjectives and adverbs, prepositions, conjunctions, interjections, good usage, vocabulary and spelling, handbook of definitions and rules.

COMMENTS: This book does not follow planned sequence. Most of the practice exercises are good; a few could use revision or modification. The section on usage is outstanding. Additional material on sentence style and structure would be needed. There is very little work done with spelling or vocabulary.

Lorraine Schachterle
5-5-76

L 2.21 ENGLISH (GENERAL EDUCATION SERIES), 1st Edition CATEGORY R

PUBLISHER Steck-Vaughn (1973) PRICE

FORMAT: Worktext Programmed 112 pages Key (Contained)

CONTENT: Explains Concepts and/or Rules Examples
Practice Exercises (Objective)

Nouns, pronouns, antecedents, adjectives, verbs, agreement (subject and verb), verb tense and voice, adverbs, prepositions, verbals, parallel structure, sentences, subjects and predicates, clauses, misplaced modifiers, unity and redundancy, pitfalls of expression, figures of speech, capitalization, punctuation, spelling, pronunciation.

COMMENTS: This book does not follow the recommended teaching sequence. Many sections could be useful, but the explanations of corcepts lack completeness. A teacher would need to supplement it. Some of the exercises are not correct, and for some of the questions there is no correct answer. Definitions are often wordy, and the organization is poor. Some exercises are valuable for practice, but should be used with caution and extra explanation by the teacher.

Lorraine Schachterle
5-5-76

L 2.22 GATEWAYS TO CORRECT SPELLING, Revised CATEGORY R

PUBLISHER Steck-Vaughn (1974) PRICE

FORMAT: Worktext 166 pages Instruction Manual Key (Separate)
Pre-test (Separate) Mastery Test (Separate)

CONTENT: Practice Exercises (Objective)

Word meaning, antonyms, homonyms, proofreading, alphabetizing, word forms, using the dictionary, syllabication, accenting, pronunciation, abbreviations, prefixes and suffixes, basic spelling rules.

COMMENTS: This text has only limited use for the GED student. The level of the vocabulary is equivalent to that found on the GED tests. The text is not developmental, and should not be used as a basic spelling or vocabulary text. The first section (of two) mixes identification of word meaning with sight spelling. The basic skills involved in vocabulary building and spelling (pronunciation, syllabication, word parts, spelling rules) are not introduced until the final lessons. The text is useful in building and reinforcing proof-reading skills, as well as in giving the student practice at distinguishing between words which are often confused with each other (homonyms, etc.). It does not, however, give the student a foundation upon which to build these skills.

Harriet Custer

L 2.23 IMPROVE YOUR ENGLISH SKILLS (YES), 1st Edition CATEGORY R

PUBLISHER Youth Educational Systems PRICE

FORMAT: Worktext 224 pages Key (Contained) Mastery Test (Contained)

CONTENT: Explains Concepts and/or Rules (Occasionally) Few Examples
Practice Exercises (Objective)

Grammar Review (parts of speech, sentences, punctuation, capitalization, phrases, clauses); vocabulary review; reading comprehension; linguistics (transformational grammar).

COMMENTS: Too much material is covered in this book. Concepts are not explained adequately, and there are almost no examples given. Both the format and the quality of paper is very poor. Explanations and directions are not clearly given. Transitions are inadequate. Possibly some use could be made of certain lessons for practice; but, in no way should this book be considered a teaching book.

Lorraine Schachterle
6-3-76

L 2.24 SYSTEMS 3 ENGLISH, 1st Edition CATEGORY R

PUBLISHER Follett (1974) PRICE

FORMAT: Worktext 159 pages Key (Contained)

CONTENT: Explains Concepts and/or Rules Examples
Practice Exercises (Objective)

Parts of speech (nouns, pronouns, verbs, modifiers); structure (phrases, clauses, sentences, paragraphs); mechanics (punctuation, capitalization); spelling; sentence structure; diction and style; accuracy of word choice; vocabulary; dictionary skills; composition.

COMMENTS: The teaching sequence in this book is not recommended. It is doubtful that a student could use it alone, and a teacher would need to be well-versed in English grammar to be able to explain the inconsistencies. The book is unnecessarily difficult, and presents concepts in a confusing manner. Many of the review tests are supposed to be in the same form as GED tests - but some don't even have a correct answer.

Lorraine Schachterle
5-12-76

L 2.25 BETTER ENGLISH, 10th Edition CATEGORY R

PUBLISHER Dell Publishing (1972) PRICE

See Comments Under Category C

L 3.01 ENGLISH, A COMPREHENSIVE COURSE, 1st Edition CATEGORY C

PUBLISHER Amsco (1970) PRICE

See Comments Under Category R

L 3.02 ESSENTIALS OF ENGLISH, 1st Edition CATEGORY C

PUBLISHER Barron's Educational Series (1961) PRICE

See Comments Under Category R

L 3.03 LANDMARKS CATEGORY C

PUBLISHER Cambridge Book Company (1976) PRICE PART 3 OF A SERIES OF 3

FORMAT: Text 217 pages Instruction Manual Key (Separate)

CONTENT: Explains Concepts and/or Rules Examples
Practice Exercises (Objective)

Vocabulary (synonyms, antonyms, roots, suffixes, prefixes), dictionary and reference skills, nouns, verbs, modifiers and participles, sentence structure, subject/verb and pronoun/antecedant agreement, capitalization, punctuation, spelling, style.

COMMENTS: Landmarks, third volume in this series, is significantly different in focus from Signals and Signposts, with a few notable exceptions (complex sentences and verbals). The sections covering grammar in Landmarks are weak. The sections on punctuation and spelling are fairly good, but the rest of the text provides an overview of usage, rather than thorough explanations, with sufficient follow-up exercises. In general, the author's intent is to branch out from the basics of grammar into special study in vocabulary and research skills. When viewed from this perspective, Landmarks is a valuable tool. Its lengthy consideration of spelling and punctuation, as well as its final chapters on usage and style (which are excellently presented) make it a good reference text. Like Signals and Signposts, it employs topical themes and elements of graphic art, which make it attractive to the eye and interesting to read.

Harriet Custer

L 3.04 BETTER ENGLISH, Revised CATEGORY C

PUBLISHER Dell Publishing (1961) PRICE 75¢

FORMAT: Text 409 pages Key (Contained) Pre-test (Contained)

CONTENT: Explains Concepts and/or Rules Examples
Practice Exercises (Objective)

Verbs, nouns, modifiers, prepositions, pronouns, conjunctions and interjections, subject/verb agreement, singulars and plurals, objects, verbs (transitive and intransitive), predicate nominatives, who and whom, verb tense, subjunctive, infinitives, participles, diction, pronunciation, spelling.

COMMENTS: This text begins with a 100-question diagnostic test, designed to demonstrate the student's level of competence in grammatical usage. The test, however, as well as a disproportionate amount of the text, concentrates not upon grammar in general, but upon special problems in usage and diction. In his attempt to avoid concentrating on rules in order to provide functional examples of the parts of speech, the author defines too little, and illustrates too much. He emphasizes specifics - fine points of usage - and thus fails to provide both adequate linkages between concepts, and a coherent overview of his topic. The text purports to be "functional", but in the author's handling of grammatical concepts he has isolated their definitions from their functions. The section on pronunciation and spelling deal with particular "problem" words, rather than general skill-building. This is in no sense a developmental, or even a "refresher" text. It provides a review in special problems of usage, diction, pronunciation and spelling for adults who already have a solid background in English grammar, but it is confusing and all too perfunctory for the student who is trying to come to grips with basic language concepts. The text is indexed, and could be useful for reference. The print is quite small, and the layout is poor, making the text difficult to read.

Harriet Custer

L 3.05 PLAIN ENGLISH HANDBOOK, 5th Edition CATEGORY C

PUBLISHER McCormick-Mathers (1966) PRICE

See Comments Under Category R

The materials described in this section are grouped and appear in the order of the following categories.

SB (SKILL BUILDING): Materials which are suitable for use by students with little or no math background who need introductory instruction.

SB/R (SKILL BUILDING/REVIEW): Materials which may be used by either those who need introductory instruction or those who need a review of previously learned skills.

R (REVIEW): Materials which are appropriate for students who need only to review previously learned skills.

TP (TEST PREPARATION): Materials which are primarily designed to prepare adult students for tests. These materials usually contain practice tests with little or no instructional content.

Many of the texts which deal primarily with basic mathematics contain some instruction classified as algebra and/or geometry. This is generally basic introductory material (e.g. solving simple equations, understanding basic concepts of squares, circles, angles, etc., and using formulas for area and volume).

M 1.01 MODERN APPROACH TO INTRODUCTORY ALGEBRA CATEGORY SB

PUBLISHER Addison-Wesley Publ. Co. (1975) PRICE

FORMAT: Text 437 pages Instruction Manual Key (Separate, Contained)
Pre-test (Contained) Mastery Test (Separate, Contained)

Terms and ideas are set off in different prints.

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

ALGEBRA: Signed terms, combining terms, simple equations, combining polynomials, factoring, fraction/decimal equations, complex fractions, complex equations, graphing equations, simultaneous equations, story problems, consumer math problems (i.e.: taxes, insurance, interest), tables/maps/graphs, exponents, square roots, solving formulas, measurement (English/U.S., metric, household/denominate, conversions), signed numbers, factoring whole numbers, number series, even and odd numbers.

COMMENTS: Has Table of Contents and Index. Explains materials, provides examples, then reviews the material at the end of the chapter, then chapter test. Needs teacher input. For group or individual.

Bob Jansen

M1.02 SKILLS DEVELOPMENT BOOK CATEGORY SB

PUBLISHER Allied Education Council (1970) PRICE

FORMAT: Worktext 54 pages Instruction Manual Key (Contained)
Pre-test (Separate) Mastery Test (Separate)

Large type. Covers basic operations with whole numbers, fractions, decimals and percents. No word problems or applications.

CONTENT: Examples Practice Exercises Explains Terms

BASIC MATH: Whole numbers, fractions, decimals, percents, conversions (fractions, decimals, percents)

COMMENTS: The book is precise but so oriented to basic skills that it is rather dull. I would use it primarily for reinforcement of other instruction, as a drill book, for homework, etc., not as a primary text.

Shirley F. Bertin

M1.03 UNDERSTANDING THE METRIC SYSTEM CATEGORY SB

PUBLISHER Allyn and Bacon Inc. (1973) PRICE

FORMAT: Worktext Programmed 73 pages Key (Contained)

Programmed "bars" of instruction with answers on each succeeding pages. Student follows one line of bars through right-hand pages to end of book, then returns to beginning and drops to 2nd "bar" and repeats process. After all "bars" are completed, book is reversed and the process repeated.

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

BASIC MATH: Tables/maps/graphs, measurement (metric)

COMMENTS: Designed for independent use; brief orientation to format and occasional explanation by teacher may be required. Would suggest supplemental worksheets on problem-solving if in-depth study is required.

Shirley F. Bertin

M1.04 DECIMALS AND PERCENTS CATEGORY SB

PUBLISHER Allyn and Bacon Inc. (1964) PRICE

FORMAT: Worktext Programmed Instruction Manual Key (Contained)

Frame approach. Emphasizes the learning by discovery approach. Covers place values, decimal numbers, relationships of fractions/decimals/percents, conversions, symmetric property of equations, techniques for solving word problems, and division and multiplication with decimals.

CONTENT: Explains Concepts Examples Practice Exercises

BASIC MATH: Decimals, percents, conversions (fractions, decimals, percents)

COMMENTS: Author suggests teacher availability to correct misunderstandings.

Shirley F. Bertin

M1.05 TENTH YEAR MATHEMATICS CATEGORY SB

PUBLISHER Amsco School Publications Inc. (1969) PRICE

FORMAT: Text 484 pages Key (Separate) Mastery Test (Contained)

Use of pictures, black print to set off rules.

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

ALGEBRA: Signed terms, combining terms, simple equations, combining polynomials, factoring, fraction/decimal equations, complex fractions, complex equations, graphing equations, simultaneous equations, signed numbers, factoring whole numbers, number series, even and odd numbers

GEOMETRY: Linear, area, volume, angles, transversals, triangles, polygons, circles, solids, constructions (compass, protractor), pythagorean theorem, ration/proporation, similar, congruent.

COMMENTS: Has Table of Contents and Index. Reviews Algebra and explains in detail the concepts of geometry.

Bob Jansen

M1.06 ARITHMETIC SKILLS WORKBOOK CATEGORY SB

PUBLISHER Amsco (1973) PRICE

FORMAT: Worktext 353 pages

Visual techniques and hand-written solutions are used to illustrate processes in solving problems. First half of book concentrates on intensive discussion of basic math from whole numbers through percents with special emphasis on the zero factor. The second half applies these fundamentals to consumer math problems and algebra. Large type. Hand-written examples.

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

BASIC MATH: Whole numbers, fractions, decimals, percents, conversions (fractions, decimals, percents), averaging, ratio/proportion, story problems, consumer math problems (i.e.: taxes, insurance, interest), tables/maps/graphs, solving formulas, measurement (English/U.S., metric, household/denominate, conversions).

ALGEBRA: Simple equations, fraction/decimal equations, story problems setting up equations.

COMMENTS: The book is designed to be used both with teacher instruction and homework. Twenty-three review tests to test understanding and ability. Good students need only a minimum of supervision; there are also an adequate number of problems to allow sufficient review for the more basic student.

Shirley F. Bertin

M1.07 KEY TO ALGEBRA CATEGORY SB

PUBLISHER Berkeley H.S., Calif. (1972) PRICE PART 1 OF A SERIES OF 4

FORMAT: Worktext 31 pages Instruction Manual Key (Separate)
Mastery Test (Contained)

Different print, easy to read, rules are boxed.

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

ALGEBRA: Signed terms, story problems, tables/maps/graphs, solving formulas, signed numbers, factoring whole numbers

COMMENTS: Integers and their operations. For individual or group. Elementary approach.

Bob Jansen

M1.08 KEY TO ALGEBRA CATEGORY SB

PUBLISHER Berkeley H.S., Calif. (1972) PRICE PART 2 OF A SERIES OF 4

FORMAT: Worktext 31 pages Instruction Manual Key (Separate)
Mastery Test (Contained)

Different printing, drawings, uses boxes to illustrate ideas. Very easy to read.

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

ALGEBRA: Signed terms, combining terms, story problems, exponents

GEOMETRY: Area, polygons

COMMENTS: Reviews operations on integers and then introduces new material. Introduces terms, like and unlike, exponents. Elementary approach.

Bob Jansen

M1.09 KEY TO ALGEBRA CATEGORY SB

PUBLISHER Berkeley H.S., Calif. (1972) PRICE PART 3 OF A SERIES OF 4

FORMAT: Worktext 31 pages Instruction Manual Key (Separate)
Mastery Test (Contained)

Different printing, drawings, uses boxes to illustrate ideas. Very easy to read.

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

ALGEBRA: Signed terms, combining terms, simple equations, combining polynomials

COMMENTS: Reviews integers, terms, removal of parenthesis. Either for group or individual. Elementary approach.

Bob Jansen

M1.10 KEY TO ALGEBRA CATEGORY SB

PUBLISHER Berkeley H.S., Calif. (1972) PRICE PART 4 OF A SERIES OF 4

FORMAT: Worktext 31 pages Instruction Manual Key (Separate)
Mastery Test (Contained)

Different printing, drawings, uses boxes to illustrate ideas. Very easy to read.

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

ALGEBRA: Signed terms, combining terms, simple equations, combining polynomials, factoring

GEOMETRY: Area, polygons

COMMENTS: Review basic operation on Algebra, integers. Either group or individual. Elementary approach.

Bob Jansen

M1.11 ARITHMETIC, Book 1 CATEGORY SB

PUBLISHER Cambridge Book Co. Inc. (1969) PRICE PART 1 OF A SERIES OF 4

FORMAT: Text 68 pages Key (Separate) Charts Pictures
Easy to Read

CONTENT: Explains Concepts Examples Practice Exercises

BASIC MATH: Whole numbers, fractions, decimals, story problems, tables/maps/graphs, measurement (English/U.S., household/denominate, conversions)

COMMENTS: Few explanations, but much practice and review. No Table of Contents or Index. Elementary in concept.

Bob Jansen

M1.12 ARITHMETIC, Book 2 CATEGORY SB

PUBLISHER Cambridge Book Co. Inc. (1969) PRICE PART 2 OF A SERIES OF 4

FORMAT: Text 120 pages Key (Separate) Mastery Test (Contained) Pictures
Easy to Read

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

BASIC MATH: Whole numbers, fractions, decimals, story problems, measurement (English/U.S., houshold/denominate, conversions), even and odd numbers

GEOMETRY: Linear, angles, triangles, polygons, circles, solids

COMMENTS: Has Table of Contents, Index. How to read and write numbers. General discussion of fractions, decimals and geometry. May or may not need teacher input. Elementary.

Bob Jansen

M1.13 ARITHMETIC, Book 3 CATEGORY SB

PUBLISHER Cambridge Book Co. Inc. (1969) PRICE PART 3 OF A SERIES OF 4

FORMAT: Text 127 pages Key (Separate) Mastery Test (Contained) Pictures
Easy to Read

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

BASIC MATH: Whole numbers, fractions, decimals, story problems, measurement (English/U.S., household/denominate, conversions), even and odd numbers

GEOMETRY: Linear, area, triangles, polygons

OTHER: Roman Numerals

COMMENTS: Has Table of Contents and Index. Reviews whole numbers. Fractions and decimals are introduced and explained. Elementary. May or may not need teachers input.

Bob Jansen

M1.14 ARITHMETIC, Book 4 CATEGORY SB

PUBLISHER Cambridge Book Co. Inc. (1969) PRICE PART 4 OF A SERIES OF 4

FORMAT: Text 125 pages Key (Separate) Mastery Test (Contained) Pictures
Easy to Read

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

BASIC MATH: Whole numbers, fractions, decimals, percents, conversions (fractions, decimals, percents), story problems, solving formulas, measurement (English/U.S., household/denominate, conversions), even and odd numbers

GEOMETRY: Linear, area, triangles, polygons

COMMENTS: Reviews whole numbers, basic fractions and decimals before new concepts of fractions and decimals are introduced. Elementary. May or may not need teacher input. Percents are lightly covered. Has Table of Contents and Index.

Bob Jansen

M1.15 INTRODUCTION TO ARITHMETIC (Pre-GED Program) CATEGORY SB

PUBLISHER Cambridge Book Co. Inc. (1972) PRICE _____ PART 1 OF A SERIES OF 2

FORMAT: Worktext 180 pages Key (Contained) Pre-test (Contained)
Mastery Test (Contained)

Many exercises have 5-choice answers, similar to GED test. Print is easy to read. Format should appeal to adult without being threatening.

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

BASIC MATH: Whole numbers, fractions, decimals, story problems, measurement (household/denominate, conversions)

COMMENTS: Easy to read but does not "talk down" to adult reader. Student could take book home and work alone extensively, bringing questions to teacher when they arise.

Shirley F. Bertin

M1.16 VERBAL PROBLEMS IN ALGEBRA CATEGORY SB

PUBLISHER Encyclopaedia Brittanica Press (1962) PRICE _____ PART __ OF A SERIES OF __

FORMAT: Worktext Programmed 147 pages Key (Contained) Some Illustrations

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

ALGEBRA: Combining terms, simple equations, combining polynomials, simultaneous equations, story problems, solving formulas, measurement (English/U.S., conversions)

GEOMETRY: Linear, area, triangles

COMMENTS: Deals with translating a story problem to a formula and then how to solve it. No Table of Contents.

Bob Jansen

M1.17 TEMAC PROGRAMMED LEARNING MATERIALS - RATIOS AND PROPORTIONS CATEGORY SB

PUBLISHER Encyclopaedia Brittanica Press (1963) PRICE _____ PART __ OF A SERIES OF __

FORMAT: Worktext Programmed 167 pages Key (Contained)

Reviews multiplication and division. Doesn't always explain terms or give examples. No pictures or drawings to help illustrate.

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

BASIC MATH: Ratio/proportion, story problems, solving formulas, measurement (English/U.S., household/denominate, conversions)

COMMENTS: Has a topic guide. Seems long and tedious to explain ratio and proportions.

Bob Jansen

M 1.18 MONEY MAKES SENSE, 2nd Edition CATEGORY SB
(Pacemaker Practical Arithmetic Series)
PUBLISHER Fearon Publishers Inc. (1972) PRICE PART 1 OF A SERIES OF 3

FORMAT: Worktext 112 pages

Cartoon type drawings/illustrations. Very basic introduction to coins and bills through extensive illustrations of coins, etc.

CONTENT: Examples Practice Exercises

BASIC MATH: Whole numbers, decimals

COMMENTS: Easy reading level. Might be used with foreign student to introduce him/her to our system of coins (and $1 bills).

Shirley F. Bertin

M 1.19 USING DOLLARS AND SENSE, 2nd Edition CATEGORY SB
(Pacemaker Practical Arithmetic Series)
PUBLISHER Fearon Publishers Inc. (1972) PRICE PART 2 OF A SERIES OF 3

FORMAT: Worktext 112 pages

Cartoon type drawings/illustrations; reviews first book of series and continues to explain money system through simple consumer problems (comparative grocery buying, etc.)

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

BASIC MATH: Whole numbers, story problems

COMMENTS: Easy reading level. Also could be used with foreign student to acquaint him/her with everyday grocery-buying situations, etc.

Shirley F. Bertin

M1.20 FIGURE IT OUT, Book 1 CATEGORY SB

PUBLISHER Follett Educ. Corp. (1965) PRICE PART 1 OF A SERIES OF 2

FORMAT: Worktext 64 pages Instruction Manual Key (Separate)
Main Terms and Explanations in Large Print

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

BASIC MATH: Whole numbers, story problems, measurement (English/U.S., household/denominate)

GEOMETRY: Linear, area, polygons

COMMENTS: Covers the four operations on whole numbers. Utilizes good explanations and practice as new concepts are introduced. Basic area, weights, time and other measurements are discussed. Used for either individual or group instruction. Has Table of Contents.

Bob Jansen

M1.21 FIGURE IT OUT, Book 2 CATEGORY SB

PUBLISHER Follett Educ. Corp. (1965) PRICE PART 2 OF A SERIES OF 2

FORMAT: Worktext 79 pages Instruction Manual Key (Separate)

Uses diagrams, large print, pictures and practice. Reviews whole numbers first.

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

BASIC MATH: Whole numbers, fractions, decimals, percents, conversions (fractions, decimals, percents), story problems, measurement (English/U.S., household/denominate)

COMMENTS: Excellent explanation of fractions, decimals and percents. Used either individually or in a group. Has Table of Contents.

Bob Jansen

M1.22 PHOTO MATH CATEGORY SB

PUBLISHER Gifted Teachers Books Inc. (1968) PRICE

FORMAT: Worktext 76 pages

Apparently the title is derived from some dozen photos scattered through the book. Explains the necessity of numbering systems in a complex society with moralistic overtones. Covers counting money, place values, and the 4 basic operations with whole numbers.

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

BASIC MATH: Whole numbers

COMMENTS: Designed for the student performing at a very basic level. If the student's reading ability is as limited as his/her math ability, much of the book would need to be presented by the teacher.

Shirley F. Bertin

M1.23 A COURSE IN GEOMETRY CATEGORY SB

PUBLISHER Ginn and Company (1961) PRICE

FORMAT: Text 552 pages Instruction Manual Key (Separate) Mastery Test (Separate)

Drawings, different colors and types of print.

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

GEOMETRY: Linear, area, volume, angles, transversals, triangles, polygons, circles, solids, constructions (compass, protractor), pythagorean theorem, ration/proportion, similar, congruent, ratio/proportion, story problems, tables/maps/graphs, square roots, solving formulas, measurement (English/U.S., household/denominate, conversions)

COMMENTS: Combines solids, plane and coordinate geometry. Not too many drawings to help illustrate ideas and concepts. Has Table of Contents and Index. Geared for class work and needs teach input.

Bob Jansen

M1.24 HIGH SCHOOL GEOMETRY CATEGORY SB

PUBLISHER Ginn and Company (1960) PRICE

FORMAT: Text 474 pages Instruction Manual Key (Separate) Mastery Test (Separate)

Drawings, different colors and types of print

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

GEOMETRY: Linear, area, volume, angles, transversals, triangles, polygons, circles, solids, constructions (compass, protractor), pythagorean theorem, ration/proportion, similar, congruent, ratio/proportion, story problems, square roots, solving formulas, measurement (English/U.S., household/denominate, conversions)

COMMENTS: Combines plane, solid and coordinate geometry. Needs teacher input. The parts covering the basic geometrical terms and concepts are good for GED preparation. (Parts are point, line, plane, angles, areas, volumes, length, parallels, transversals). Has Table of Contents and Index.

Bob Jansen

M1.25 MATHEMATICS IN DAILY USE, 3rd Edition CATEGORY SB

PUBLISHER D.C. Heath and Company (1958) PRICE

FORMAT: Text 374 pages Instruction Manual Key (Separate)

Goes from Arithmetic, intuitive geometry, to preparation for Algebra. Has terms, rules, two examples and then problems. Easy to read. Uses pictures, graphs and charts.

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

BASIC MATH: Whole numbers, fractions, decimals, percents, conversions (fractions, decimals and percents), averaging, ratio/proportion, story problems, consumer math problems (i.e.: taxes, insurance, interest), tables/maps/graphs, exponents, square roots, solving formulas, measurement (English/U.S., household/denominate), signed numbers, factoring whole numbers.

ALGEBRA: Signed terms, combining terms, simple equations

GEOMETRY: Linear, area, volume, angles, transversals, triangles, polygons, circles, solids, pythagorean theorem

COMMENTS: Develops understanding of basic skills and utilizes these skills in daily problems. Usually one to two examples before practice. Suited for either class or individual use. May need teacher input. Has Table of Contents and Index. Has Chapter tests and review.

Bob Jansen

M1.26 HIGH SCHOOL MATHEMATICS, Course 1 CATEGORY SB

PUBLISHER D.C. Heath and Company (1964) PRICE

FORMAT: Text 693 pages Instruction Manual Key (Contained) Drawings

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

ALGEBRA: Signed terms, combining terms, simple equations, combining polynomials, factoring, fraction/decimal equations, complex fractions, complex equations, graphing equations, simultaneous equations, signed numbers

OTHER: Modern Math

COMMENTS: Has Table of Contents and Index. Needs teacher input.

Bob Jansen

M 1.27 FUNDAMENTAL MATHEMATICS CATEGORY SB

PUBLISHER Holt, Rinehart and Winston (1971) PRICE

FORMAT: Text 314 pages Key (Contained)

Material is jammed together. Rules are boxed. Some drawings.

CONTENT: Practice Exercises Explains Terms

BASIC MATH: Whole numbers, fractions, decimals, percents, conversions (fractions, decimals, percents), averaging, ratio/proportion, story problems, consumer math problems (i.e., taxes, insurance, interest), tables/maps/graphs, exponents, square roots, solving formulas, measurement (English/U.S., metric, household/denominate, conversions), signed numbers, factoring whole numbers, number series, even and odd numbers.

ALGEBRA: Signed terms, combining terms, simple equations, combining polynomials

GEOMETRY: Linear, area, volume, angles, transversals, triangles, polygons, circles, solids, constructions (compass, protractor), pythagorean theorem, ration/proportion

OTHER: Modern Math, Roman Numerals

COMMENTS: Doesn't explain new concepts or give examples very much. I like the sequence of material, but extra explanations are needed. A vocabulary and list of ideas are usually at the end of each chapter. Leans toward teacher presentation, has Table of Contents and Chapter tests.

Bob Jansen

M 1.28 MODERN GEOMETRY CATEGORY SB

PUBLISHER Houghton Mifflin Company (1965) PRICE

FORMAT: Text 592 pages Instruction Manual Key (Separate)
Uses Pictures, Different Print Colors

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

GEOMETRY: Linear, area, volume, angles, transversals, triangles, polygons, circles, solids, constructions (compass, protractor), pythagorean theorem, ration/proportion, similar, congruent, ratio/proportion, story problems, tables/maps/graphs, square roots, solving formulas, measurement (English/U.S., metric, household/denominate, conversions)

OTHER: Trigonometry Functions, Modern Math

COMMENTS: Little explanation before practice starts. Has Table of Contents and Index. Needs teacher input.

Bob Jansen

M 1.29 PROGRAMMED MATHEMATICS FOR NURSES, 3rd Edition CATEGORY SB

PUBLISHER MacMillan Publishing Co. Inc. PRICE

FORMAT: Worktext Programmed 123 pages Key (Contained)

Rules and terms are set off in different prints. NO LONGER IN PRINT, copies available from CLC.

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

BASIC MATH: Fractions, decimals, percents, conversions (fractions, decimals, percents), ratio/proportion, story problems, square roots, solving formulas, measurement (English/U.S., metric, apothecary, household/denominate, conversions)

OTHER: Roman Numerals, Temperature

COMMENTS: Has Table of Contents. After the basics are discussed, then problems that apply to nursing are worked to illustrate new concepts.

Bob Jansen

M1.30 MATH FOR BUSINESS OCCUPATIONS, 3rd Edition CATEGORY SB

PUBLISHER McGraw-Hill Book Company (1968) PRICE

FORMAT: Worktext 495 pages Instruction Manual Key (Separate)
Mastery Test (Separate)

Uses pictures; different print for new ideas or terms (or sets them off in boxes)

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

BASIC MATH: Whole numbers, fractions, decimals, percents, conversions (fractions, decimals, percents), averaging, ratio/proportion, story problems, consumer math problems (i.e.: taxes, insurance, interest), tables/maps/graphs, solving formulas, measurement (English/U.S., household/denominate, conversions)

OTHER: Modern Math

COMMENTS: Has Table of Contents and Index. Business problems are used to illustrate and explain the math basics.

Bob Jansen

M1.31 ACQUIRING ARITHMETIC SKILLS CATEGORY SB

PUBLISHER McGraw-Hill (Webster Div.) (1969) PRICE PART 1 OF A SERIES OF 4

FORMAT: Worktext 188 pages Instruction Manual

Extensive use of illustrations of coins, clocks, thermometers, recipes, etc. Very basic introduction to operations with whole numbers; includes simple discussion of lines, compass constructions, and angles.

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

BASIC MATH: Whole numbers, story problems

COMMENTS: Very easy reading level. Designed for basic student. Extensive practice exercises at very basic whole number level.

Shirley F. Bertin

M1.32 PROGRAMMED BUSINESS MATH, 2nd Edition CATEGORY SB

PUBLISHER McGraw-Hill Book Company (1968) PRICE PART 1 OF A SERIES OF 3

FORMAT: Worktext Programmed 220 pages Instruction Manual
Key (Separate, Contained) Mastery Test (Separate)

CONTENT: Explains Content Examples Practice Exercises Explains Terms

BASIC MATH: Whole numbers, fractions, decimals, percents, conversions (fractions, decimals, percents), ratio/proportion, story problems, consumer math problems (i.e.: taxes, insurance, interest), tables/maps/graphs, solving formulas, measurement (English/U.S.)

COMMENTS: Shows different ways of adding, subtracting, multiplying and dividing numbers as they apply to basic business.

Bob Jansen

M1.33 PROGRAMMED BUSINESS MATH, 2nd Edition CATEGORY SB

PUBLISHER McGraw-Hill Book Company (1968) PRICE PART 2 OF A SERIES OF 3

FORMAT: Worktext Programmed 220 pages Instruction Manual
Key (Separate, Contained) Mastery Test (Separate)

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

BASIC MATH: Averaging, ratio/proportion, story problems, consumer math problems (i.e.: taxes, insurance, interest), tables/maps/graphs, exponents, square roots, solving formulas, measurement (English/U.S.)

OTHER: Math of interest, negotiable instruments, payroll, depreciation.

COMMENTS: Must complete Book 1 of this series before doing this book.

Bob Jansen

M1.34 PROGRAMMED BUSINESS MATH, 2nd Edition CATEGORY SB

PUBLISHER McGraw-Hill Book Company (1968) PRICE _____ PART 3 OF A SERIES OF 3

FORMAT: Worktext Programmed 299 pages Instruction Manual
Key (Separate, Contained) Mastery Test (Contained)

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

Math of Accounting and Finance - Discounts, profit and loss, taxes, insurance, stocks, bonds, securities.

COMMENTS: Must complete Books 1 and 2 before doing this book.

Bob Jansen

M1.35 BASIC SLIDE RULE OPERATION CATEGORY SB

PUBLISHER McGraw-Hill Book Company PRICE _____ PART ___ OF A SERIES OF ___

FORMAT: Worktext Programmed 235 pages Slide Rule Required
Key (Contained) Illustrations

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

BASIC MATH: Whole numbers, fractions, decimals, percents, conversions (fractions, decimals, percents), ration/proporation, story problems, exponents, square roots, solving formulas

OTHER: Slide Rule Operations

COMMENTS: A different idea in getting a student's attention and helping him to better understand math.

Bob Jansen

M1.36 PROGRAMMED MATH - Book 1, Basic Addition CATEGORY SB

PUBLISHER McGraw-Hill Book Company (1968) PRICE PART 1 OF A SERIES OF 15

FORMAT: Worktext Programmed 96 pages Instruction Manual Key (Contained) Mastery Test (Contained)

Large type size; no words - all pictures, symbols, etc. for non-reader basic student.

CONTENT: Explains Concepts Examples Practice Exercises

BASIC MATH: Addition of single-digit numbers only, whole numbers

COMMENTS: Concept of addition introduced to student who cannot add or who does not understand concept of addition.

Shirley F. Bertin

M1.37 PROGRAMMED MATH - Problem Book 1, Basic Addition CATEGORY SB

PUBLISHER McGraw-Hill Book Company (1968) PRICE PART 1 OF A SERIES OF 8

FORMAT: Worktext Programmed 32 pages Instruction Manual Key (Contained)

Large type size. Humorous illustrations.

CONTENT: Examples Practice Exercises

BASIC MATH: Basic addition only, whole numbers, story problems.

COMMENTS: Easy reading level. Supplementary story problems for Book 1.

Shirley F. Bertin

M1.38 PROGRAMMED MATH - Book 2, Advanced Addition CATEGORY SB

PUBLISHER McGraw-Hill Book Company (1968) PRICE PART 2 OF A SERIES OF 15

FORMAT: Worktext Programmed 96 pages Instruction Manual Key (Contained)
Pre-test (Separate) Mastery Test (Contained)

Large type, frequent review tests.

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

BASIC MATH: Addition of whole numbers through 5-digit figures, whole numbers.

COMMENTS: Explains place names, dollars and cents. Useful for student who does not understand place concept, use of zero, or carrying.

Shirley F. Bertin

M1.39 PROGRAMMED MATH - Problem Book 2, Advanced Addition CATEGORY SB

PUBLISHER McGraw-Hill Book Company (1968) PRICE PART 2 OF A SERIES OF 8

FORMAT: Worktext Programmed 96 pages Instruction Manual Key (Contained)
Mastery Test (Contained) Large Type Illustrations

CONTENT: Examples Practice Exercises

BASIC MATH: Advanced addition only, whole numbers

COMMENTS: Practical, real-life problems in addition of multiple-digit figures and columns of figures. May be used as supplement to or independently of Advanced Addition - Book 2. Easy reading level.

Shirley F. Bertin

M1.42 PROGRAMMED MATH - Book 4, Multiplication CATEGORY SB

PUBLISHER McGraw-Hill Book Company (1968) PRICE PART 4 OF A SERIES OF 15

FORMAT: Worktext Programmed 96 pages Instruction Manual Key (Contained)
Pre-test (Separate) Mastery Test (Contained)

Large type. Brief illustrations. Begins with most basic introduction to multiplication and concludes with multiplication of 3 and 4 digit numbers.

CONTENT: Explains Concepts Examples Practice Exercises

BASIC MATH: Multiplication only, whole numbers.

COMMENTS: Associates multiplication with addition. May be used as introduction to subtraction or as a review of concepts for student who has specific misunderstanding (carrying, zero concept, place value, etc.). I have used this book extensively with students who had never memorized the multiplication tables, for instance.

Shirley F. Bertin

M1.43 PROGRAMMED MATH - Problem Book 4, Multiplication CATEGORY SB

PUBLISHER McGraw-Hill Book Company (1968) PRICE PART 4 OF A SERIES OF 8

FORMAT: Worktext Programmed 32 pages Instruction Manual Key (Contained)

Large type. Illustrations. Story problems in basic multiplication of whole numbers.

CONTENT: Examples Practice Exercises

BASIC MATH: Multiplication only, whole numbers

COMMENTS: Practical, real-life problems in multiplication through multiple-digit figures. May be used as supplement to or independently of Multiplication - Book 4. Easy reading level.

Shirley F. Bertin

M1.44 PROGRAMMED MATH - Book 5, Division CATEGORY SB

PUBLISHER McGraw-Hill Book Company (1968) PRICE PART 5 OF A SERIES OF 15

FORMAT: Worktext Programmed 96 pages Instruction Manual Key (Contained)
Pre-test (Separate) Mastery Test (Contained)

Large type. Brief illustrations. Introduces division in association with addition. Concludes with division by 3-digit divisor.

CONTENT: Explains Concepts Examples Practice Exercises

BASIC MATH: Division only, whole numbers

COMMENTS: May be used as introduction to division or as a review of concepts for student who has specific misunderstandings (zero concept, remainders, estimating quotient, etc.).

Shirley F. Bertin

M1.45 PROGRAMMED MATH - Problem Book 5, Division CATEGORY SB

PUBLISHER McGraw-Hill Book Company (1968) PRICE PART 5 OF A SERIES OF 8

FORMAT: Worktext Programmed 32 pages Instruction Manual Key (Contained)

Large type. Illustrations. Story problems in basic division of whole numbers.

CONTENT: Examples Practice Exercises

BASIC MATH: Division only, whole numbers

COMMENTS: Practical, real-life problems in division through division by 3-digit divisor. May be used as supplement to or independently of Division - Book 5. Easy reading level.

Shirley F. Bertin

M1.46 PROGRAMMED MATH - Book 6, Fractions CATEGORY SB

PUBLISHER McGraw-Hill Book Company (1968) PRICE _____ PART 6 OF A SERIES OF 15

FORMAT: Worktext Programmed 96 pages Instruction Manual Key (Contained)
Mastery Test (Contained)

Large type. Brief illustrations. Introduces concept of fractions through pictures and covers all operations with fractions and mixed numbers.

CONTENT: Explains Concepts Examples Practice Exercises

BASIC MATH: Fractions

COMMENTS: May be used as an introduction to fractions or as a review of concepts and processes for student who has specific misunderstandings (inversion in division, changing mixed number to improper fraction, etc.). I have found this book especially helpful in working with students who have a fear of fractions due to past failures.

Shirley F. Bertin

M1.47 PROGRAMMED MATH - Problem Book 6, Fractions CATEGORY SB

PUBLISHER McGraw-Hill Book Comapny (1968) PRICE _____ PART 6 OF A SERIES OF 8

FORMAT: Worktext Programmed 32 pages Instruction Manual Key (Contained)

Large type. Illustrations. Story problems in all operations with fractions and mixed numbers.

CONTENT: Examples Practice Exercises

BASIC MATH: Fractions

COMMENTS: Practical, real-life problems using fractions. May be used as supplement to or independently of Fractions - Book 6. Easy reading level.

Shirley F. Bertin

M1.48 PROGRAMMED MATH - Book 7, Decimals CATEGORY SB

PUBLISHER McGraw-Hill Book Company (1968) PRICE PART 7 OF A SERIES OF 15

FORMAT: Worktext Programmed 96 pages Instruction Manual Key (Contained)
Mastery Test (Contained)

Large type. Brief illustrations. Introduces decimals in realtion to fractions and includes all operations through multiple-digit figures and conversions.

CONTENT: Explains Concepts Examples Practice Exercises

BASIC MATH: Decimals, percents, conversions (fractions, decimals, percents)

COMMENTS: May be used as introduction to decimals or as a review of concepts and processes for student who has specific misunderstandings (place values and names, conversions, etc.). I have found this book especially helpful in working with students who have never understood the relationships of fractions/decimals/percents. The book is thorough but simple and non-threatening.

Shirley F. Bertin

M1.49 PROGRAMMED MATH - Problem Book 7, Decimals CATEGORY SB

PUBLISHER McGraw-Hill Book Company (1968) PRICE PART 7 OF A SERIES OF 8

FORMAT: Worktext Programmed 32 pages Instruction Manual Key (Contained)

Large type. Illustrations. Story problems in all operations with decimals and including problems that require fraction/decimal/percent conversions.

CONTENT: Examples Practice Exercises

BASIC MATH: Fractions, decimals, percents, conversions (fractions, decimals, percents)

COMMENTS: Practical, real-life problems using decimals, especially as decimals relate to fractions and percents. May be used as supplement to or independently of Decimals - Book 7. Easy reading level.

Shirley F. Bertin

M1.50 PROGRAMMED MATH - Book 8, Measurement CATEGORY SB

PUBLISHER McGraw-Hill Book Company (1968) PRICE _____ PART 8 OF A SERIES OF 15

FORMAT: Worktext Programmed 96 pages Instruction Manual Key (Contained)
Mastery Test (Contained)

Large type. Drawings and illustrations of ruler. Introduces measurement (beginning with the inch) and covers denominate numbers used in home living primarily.

CONTENT: Explains Concepts Examples Practice Exercises

BASIC MATH: Whole numbers, measurement (household/denominate)

COMMENTS: May be used as introduction to household-activities measurement, or review of basic concepts, especially denominate numbers and their conversions. Especially helpful for the student who cannot read a ruler.

Shirley F. Bertin

M1.51 PROGRAMMED MATH - Problem Book 8, Measurement CATEGORY SB

PUBLISHER McGraw-Hill Book Company (1968) PRICE _____ PART 8 OF A SERIES OF 8

FORMAT: Worktext Programmed 32 pages Instruction Manual Key (Contained)

Large type. Illustrations. Story problems in linear and household measurements, including some basic fractions.

CONTENT: Examples Practice Exercises

BASIC MATH: Whole numbers, fractions, measurement (household/denominate)

COMMENTS: Practical, real-life problems using household measurement, including fractions. May be used as a supplement to Measurement - Book 8, or independently with student who needs brief refresher in problem-solving, especially in measurement.

Shirley F. Bertin

M1.52 PROGRAMMED MATH - Book 9, Consumer Math CATEGORY SB

PUBLISHER McGraw-Hill Book Company (1968) PRICE PART 9 OF A SERIES OF 15

FORMAT: Worktext Programmed 96 pages Instruction Manual Key (Contained) Mastery Test (Contained)

Large type. Brief illustrations. Introduces basic operation with money and covers most aspects of food buying, budgeting, etc.

CONTENT: Explains Concepts Examples Practice Exercises

BASIC MATH: Whole numbers, fractions, decimals

COMMENTS: May be used as very basic introduction to buying in terms of cost comparison, budgeting, etc. Easy reading level.

Shirley F. Bertin

M1.53 PROGRAMMED MATH - Book 10, Personal Math CATEGORY SB

PUBLISHER McGraw-Hill Book Company (1968) PRICE PART 10 OF A SERIES OF 15

FORMAT: Worktext Programmed 96 pages Instruction Manual Key (Contained) Mastery Test (Contained)

Large type. Brief illustrations. Reviews conversions (decimal/percent) and basic budgeting and then covers most typical interest problems met in family expenses.

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

BASIC MATH: Consumer math problems (i.e.: taxes, insurance, interest)

COMMENTS: May be used as introduction to interest problems or as refresher course. Presents most percentage/interest problems in a non-threatening way, yet covers the topics quite thoroughly.

Shirley F. Bertin

M1.54 PROGRAMMED MATH - Book 11, Advanced Personal Math CATEGORY SB

PUBLISHER McGraw-Hill Book Company (1968) PRICE PART 11 OF A SERIES OF 15

FORMAT: Worktext Programmed 96 pages Instruction Manual Key (Contained)
Mastery Test (Contained)

Large type. Many illustrations of checks, receipts, income tax forms and tables, etc.

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

BASIC MATH: Consumer math problems (i.e.: taxes, insurance, interest)

COMMENTS: Covers money orders, checkbook procedures, insurance, income tax, etc. Easy reading level.

Shirley F. Bertin

M1.55 PROGRAMMED MATH - Book 12, Understanding Algebra CATEGORY SB

PUBLISHER McGraw-Hill Book Company (1968) PRICE PART 12 OF A SERIES OF 15

FORMAT: Worktext Programmed 96 pages Instruction Manual Key (Contained)
Mastery Test (Contained)

Large, easy-to-read type. Non-illustrated. Begins with extremely basic introduction to symbols and mathematical sentences and covers all simple algebraic equations.

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

ALGEBRA: Simple equations

COMMENTS: An excellent, non-threatening introduction to basic algebra. I have used this text extensively with students who were very fearful of algebra, and it has been very effective with these students.

Shirley F. Bertin

M1.56 PROGRAMMED MATH - Book 13, Using Algebra CATEGORY SB

PUBLISHER McGraw-Hill Book Company (1968) PRICE PART 13 OF A SERIES OF 15

FORMAT: Worktext Programmed 96 pages Instruction Manual Key (Contained)
Mastery Test (Contained)

Large, easy-to-read type. Begins with writing and simplifying expressions and covers sentence writing and solving simple word problems through setting up algebraic equations.

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

BASIC MATH: Story problems

ALGEBRA: Simple equations

COMMENTS: Could succeed the use of Book 12 or be used independently for the student who needs refresher work only before going into more advanced algebra. Easy reading level. Very non-threatening treatment of algebraic equations and story problem-solving.

Shirley F. Bertin

M1.57 PROGRAMMED MATH - Book 14, Using Geometry CATEGORY SB

PUBLISHER McGraw-Hill Book Company (1968) PRICE PART 14 OF A SERIES OF 15

FORMAT: Worktext Programmed 96 pages Instruction Manual Key (Contained)
Mastery Test (Contained)

Begins with basic introduction to points, lines, planes, etc., and covers angles, polygons, including areas. Large, easy-to-read type. Good figures and drawings.

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

GEOMETRY: Linear, area, angles, transversals, triangles, polygons, circles, pythagorean theorem

COMMENTS: Covers basic geometry topics adequately for a student who has not studied geometry. Does not deal with proofs, etc. I have found the section on transversals to be very helpful to students with little background in angles.

Shirley F. Bertin

M1.58 PROGRAMMED MATH - Book 15 CATEGORY SB

PUBLISHER McGraw-Hill Book Company (1968) PRICE _____ PART 15 OF A SERIES OF 15

FORMAT: Worktext Programmed 96 pages Instruction Manual Key (Contained)
Mastery Test (Contained)

Large, easy-to-read type. Begins with a review of points, lines, angles, etc., and covers the trigonometric functions.

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

Other: Trigonometry functions

COMMENTS: Excellent review text for advanced student who needs refresher or basic introductory text for student who feels threatened by the topic.

Shirley F. Bertin

M1.59 BASIC ARITHMETIC CATEGORY SB

PUBLISHER Chas. E. Merrill Publishing Co. (1971) PRICE

FORMAT: Text 440 pages Tapes Tape Recorder Key (Contained)
Mastery Test (Contained) Pictures

Goes from whole numbers, percents, terms, reviews and explains new concepts, provides practices (over and over), then review exercises.

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

BASIC MATH: Whole numbers, fractions, decimals, conversion (fractions, decimals, percents), ratio/proportion, story problems, consumer math problems (i.e.: taxes, insurance, interest), exponents, square roots, solving formulas, measurement (English/U.S., metric, household/denominate, conversions), even and odd numbers

GEOMETRY: Linear, area, volume, angles, triangles, polygons, circles, solids

COMMENTS: Tapes accompany this book and could further explain concepts but are not needed. For individual or group instruction. Has Table of Contents and Index. New terms and ideas are pointed out by some means (arrows or writing).

Bob Jansen

M1.60 ELEMENTARY ALGEBRA CATEGORY SB

PUBLISHER Chas. E. Merrill Publishing Co. (1970) PRICE

FORMAT: Worktext Programmed 400 pages Tapes/Recorder Key (Contained)

Material jumps around. Would have to rearrange material. Needs some extra explanation. Small print. Concepts, new terms, practice and review.

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

ALGEBRA: Signed terms, combining terms, simple equations, combining polynomials, factoring, fraction/decimal equations, complex fractions, complex equations, graphing equations, simultaneous equations, ratio/proportion, story problems, exponents, square roots, solving formulas

OTHER: Modern Math

COMMENTS: Some desirable concepts are reviewed before new concepts are introduced. Several units are related. If a new unit gives trouble, then you are told what units to review. Has Table of Contents.

Bob Jansen

M1.61 INTERMEDIATE ALGEBRA CATEGORY SB

PUBLISHER Chas. E. Merrill Publishing Company (1970) PRICE

FORMAT: Worktext Programmed 385 pages Tapes/Recorder Key (Contained)
Mastery Test (Contained) Small Print Pictures

Terms, new concepts, examples, practice, then review problems.

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

ALGEBRA: Signed terms, combining terms, simple equations, combining polynomials, factoring, fraction/decimal equations, complex fractions, complex equations, graphing equations, simultaneous equations, signed numbers

OTHER: Logs, Modern Math

COMMENTS: Starts off with Modern Math terminology and quick review of Algebra (through factoring) before enlarging it.

Bob Jansen

M1.62 ARITHMETIC, A FIRST COURSE IN MATHEMATICS CATEGORY SB

PUBLISHER Prindle, Weber and Schmidt, Inc. (1969) PRICE

FORMAT: Text 241 pages Instruction Manual Key (Contained)

Rules are boxed, print in blue, drawings, good sequence of ideas. Many new ideas are illustrated and explained.

CONTENT: Explains Concepts Examples Explains Terms

BASIC MATH: Whole numbers, fractions, decimals, percents, conversions (fractions, decimals, percents), averaging, ratio/proportion, story problems, consumer math problems (i.e.: taxes, insurance, interest), exponents, square roots, solving formulas, measurement (English/U.S., household/denominate), factoring whole numbers

GEOMETRY: Linear, area, volume, angles, triangles, polygons, circles, solids

COMMENTS: The text and workbook provide a balanced approach to arithmetic. Either for group or individual. Has Index and Table of Contents. Has comprehensive lists scattered throughout the book.

Bob Jansen

M1.63 ARITHMETIC WORKTEXT (Accompanies Arithmetic, A 1st Course in Mathmatics) CATEGORY SB

PUBLISHER Prindle, Weber and Schmidt, Inc. (1969) PRICE

FORMAT: Worktext 285 pages Instruction Manual Key (Contained)
Mastery Test (Contained)

Each part has review, additional practice, chapter test. Odd or even answer key, several comprehensive tests. Examples followed by several problems.

CONTENT: Practice Exercises

BASIC MATH: Whole numbers, fractions, decimals, percents, conversions (fractions, decimals, percents), averaging, ratio/proportion, story problems, consumer math problems (i.e.: taxes, insurance, interest), exponents, solving formulas, measurement (English/U.S., household/denominate), factoring whole numbers, even and odd numbers

GEOMETRY: Linear, area, volume, angles, triangles, polygons, circles, solids

COMMENTS: Is partially programmed.

Bob Jansen

M1.64 BEGINNING ALGEBRA CATEGORY SB

PUBLISHER Prentice-Hall Inc. (1968-69) PRICE

FORMAT: Worktext Programmed 378 pages Key (Contained) Drawings
Small Print Boxes to Illustrate Ideas (Colored)

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

ALGEBRA: Signed terms, combining terms, simple equations, combining polynomials, factoring, fraction/decimal equations, complex fractions, complex equations, graphing equations, simultaneous equations.

OTHER: Modern Math

COMMENTS: Table of Contents and Index. Need teacher input.

Bob Jansen

M1.65 MATHEMATICS IN LIVING, Book 1, Buying Rev. Ed. CATEGORY SB

PUBLISHER Pruett Press Inc. (1970) PRICE PART 1 OF A SERIES OF 4

FORMAT: Worktext 139 pages Mastery Test (Contained)

Large type. Very simple introduction to consumer buying for basic student. Covers making change, sale slips, comparing prices, buying in fractional quantities, installment buying, and figuring the cost per item. Extensive use of sample sales slips, invoices, etc.

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

BASIC MATH: Whole numbers, fractions, story problems

COMMENTS: Easy reading level. Very comprehensive coverage of basic consumer math problems presented in a format that does not "talk down" to the adult student.

Shirley F. Bertin

M1.66 MATHEMATICS IN LIVING, Book 2, Wages and Budgets Rev. Ed. CATEGORY SB

PUBLISHER Pruett Press Inc. (1970) PRICE PART 2 OF A SERIES OF 4

FORMAT: Worktext 106 pages Mastery Test (Contained)

Large type. Continuation of very simple introduction to consumer buying for basic student. Covers part time jobs, wages, and budgets. Extensive use of sample tables, payroll cards, etc.

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

BASIC MATH: Whole numbers, story problems

COMMENTS: Easy reading level. Very comprehensive coverage of employment and budget related problems presented in a format that does not "talk down" to the adult student.

Shirley F. Bertin

M1.67 MATHEMATICS IN LIVING, Book 3, Banking Rev. Ed. CATEGORY SB

PUBLISHER Pruett Press Inc. (1970) PRICE PART 3 OF A SERIES OF 4

FORMAT: Worktext 127 pages Mastery Test (Contained)

Large type. Continuation of very simple introduction to consumer buying for basic student. Covers all aspects of savings accounts and checking accounts. Extensive use of sample receipts, deposit slips, checks, check stubs, ledge sheets, etc.

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

BASIC MATH: Whole numbers, story problems

COMMENTS: Easy reading level. Very comprehensive coverage of savings (deposits, withdrawals, pass books, interest) and checking (applications, deposits, checks, check stubs, bank statements) accounts in a format that does not "talk down" to the adult student.

Shirley F. Bertin

M1.68 MATHEMATICS IN LIVING, Book 4, Credit, Loans and Taxes Rev.Ed. CATEGORY SB

PUBLISHER Pruett Press Inc. (1970) PRICE PART 4 OF A SERIES OF 4

FORMAT: Worktext 126 pages

Large type. Continuation of very simple introduction to consumer buying for basic student. Covers all aspects of credit buying, loans, sales tax, and income tax. Extensive use of sample tables, tax forms, etc.

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

BASIC MATH: Whole numbers, percents, story problems

COMMENTS: Easy reading level. Very understandable discussion of income tax forms and processes that is not insulting to the adult student.

Shirley F. Bertin

M1.69 THE BANK BOOK CATEGORY SB

PUBLISHER F. E. Richards Publishing Company Inc. (1973) PRICE

FORMAT: Worktext 89 pages

Large type. Many illustrations of checks, deposit slips, etc. Basic introduction to choosing and using a bank (savings, checking, safe deposit box, travelers checks, loans, Christmas club, savings bonds, certified checks, review and glossary of bank terms).

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

BASIC MATH: Whole numbers, story problems

COMMENTS: Might be used to acquaint a foreign student with bank services or to help a person who has been institutionalized much of his life to adjust to the outside world.

Shirley F. Bertin

M1.70 ARITHMETIC THAT WE NEED CATEGORY SB

PUBLISHER F. E. Richards Publishing Company Inc. PRICE

FORMAT: Worktest 69 pages Ruler Required

Large Type. covers basic linear measure, basic geometric shapes, perimeters, Roman numerals, money, making change, simple percentages, time as it relates to employment, etc. Frequent review exercises.

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

BASIC MATH: Whole numbers, percents, story problems, consumer math problems (i.e. taxes, insurance, interest), measurement (household/denominate)

COMMENTS: The author's intent is to teach basic learning skills and to lead the student from a concrete level of conceptualization to a more abstract level. Each chapter increases in difficulty. Language patterns are very simple, but explanations are quite extensive.

Shirley F. Bertin

M1.71 USING MONEY SERIES, Book 2, MAKING MY MONEY COUNT CATEGORY SB

PUBLISHER Richards Publ. Co. (1973) PRICE PART 2 OF A SERIES OF 4

FORMAT: Worktext 62 pages

Large type, extensive illustrations. Concentrates on identifying and grouping coins and bills in order to make change, etc.

CONTENT: Explains Concepts Examples Practice Exercises

BASIC MATH: Whole numbers

COMMENTS: Could be used with non-reader or very basic reader if teacher gives instructions orally. Illustrates use of coins and bills up through $20 bill. Might be effective with foreign student who is unfamiliar with our currency system.

Shirley F. Bertin

M1.72 USING MONEY SERIES, Book 3, BUYING POWER CATEGORY SB

PUBLISHER Richards Publ. Co. (1973) PRICE PART 3 OF A SERIES OF 4

FORMAT: Worktext 62 pages

Large type and extensive illustrations. Reviews use of coins and bills covered in Book 2 and extends this use to comparative buying and buying sale items.

CONTENT: Explains Concepts Examples Practice Exercises

BASIC MATH: Whole numbers

COMMENTS: Could be used with non-reader or very basic reader if teacher gives instructions orally. Might be effective with foreign student who is unfamiliar with our currency system. Gives basic shopping information that would be helpful to a person who has been institutionalized and is entering society's mainstream.

Shirley F. Bertin

M1.73 USING MONEY SERIES, Book 4, EARNING, SPENDING AND SAVING CATEGORY SB

PUBLISHER Richards Publ. Co. (1973) PRICE PART 4 OF A SERIES OF 4

FORMAT: Worktext 62 pages

Large type and extensive cartoon-type illustrations, tables, etc. A basic introduction to payroll information, basic budgeting, installment buying, sales tax, and bank services with an emphasis on savings.

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

BASIC MATH: Whole numbers

COMMENTS: Citizenship-oriented: "Working is an American way of life". Is designed to help the student manage his income on a day-to-day basis. There is more reading involved than in Book 2 and 3, but the language/structure is very simple.

Shirley F. Bertin

M1.74 GETTING READY FOR PAYDAY, Part 1: CHECKING ACCOUNTS CATEGORY SB

PUBLISHER Richards Publ. Co. (1966) PRICE PART 1 OF A SERIES OF 3

FORMAT: Worktext 36 pages

Basic but comprehensive introduction to using a checking account. Large type. Cartoon illustrations. Many sample forms.

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

BASIC MATH: Whole numbers

COMMENTS: Seems to be designed as an introduction to the world of work for someone who has never held a job. Language is very simple. Has questions and exercises which require the student to observe his own community for banking services offered (hours open, location, etc.).

Shirley F. Bertin

M1.75 GETTING READY FOR PAYDAY, Part 2: SAVINGS ACCOUNT CATEGORY SB

PUBLISHER Richards Publ. Co. (1966) PRICE PART 2 OF A SERIES OF 3

FORMAT: Worktext 31 pages

Large type. Cartoon illustrations. Many sample forms. Basic introduction to simple budget planning with primary concentration on opening a savings account.

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

BASIC MATH: Whole numbers

COMMENTS: Complete introduction to forms and procedures one must be familiar with to communicate with bank employees to open a savings account. Simple language; extensive instructions.

Shirley F. Bertin

M1.76 GETTING READY FOR PAYDAY, Part 3: PLANNING AHEAD CATEGORY SB

PUBLISHER Richards Publ. Co. (1966) PRICE PART 3 OF A SERIES OF 3

FORMAT: Worktext 29 pages

Large type. Cartoon type illustrations. Sample outlines, forms, tables. Simple introduction to basic budgeting of daily expenses, including a savings plan.

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

COMMENTS: Sets up simple outlines for listing standard expenses and helps to plan recreational expenses, setting aside a realistic amount for savings, etc. Simple language; extensive instructions and suggestions for sensible spending of income.

Shirley F. Bertin

M1.77 LEARNING ABOUT MEASUREMENT CATEGORY SB

PUBLISHER Richards Publ. Co. (1969) PRICE ____ PART __ OF A SERIES OF __

FORMAT: Worktext 64 pages

Dark bold type. Good illustrations. Discusses kinds of measurement (linear, weight, temperature, time, etc.) and tools used in measurement. Includes a review, glossary, list of abbreviations and table of measurements.

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

BASIC MATH: Whole numbers, decimals, measurement (household/denominate)

COMMENTS: The book and illustrations address themselves to children: "Did you ever step on a scale to see how much you weigh? I'm sure each boy and girl has been measured this way at some time." If the ABE student can accept this approach without being offended, there is much to be gained in this lucid introduction to basic measurement.

Shirley F. Bertin

M1.78 LEARNING ABOUT TIME CATEGORY SB

PUBLISHER Richards Publ. Co. (1969) PRICE ____ PART __ OF A SERIES OF __

FORMAT: Worktext 48 pages

Dark bold type. Many illustrations of clock faces. Relates ability to add and subtract quickly to skill in telling time. Continues study of time in terms of Roman numerals, our calendar, etc. Includes a glossary.

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

BASIC MATH: Whole numbers

COMMENTS: The book addresses itself to children, "You have used time before and you will use it much more as you grow up." The language is not condescending, however, and the text could be used for foreign or ABE students.

Shirley F. Bertin

M1.79 USEFUL ARITHMETIC, Volume 1 CATEGORY SB

PUBLISHER Richards Publ. Co. (1972) PRICE PART 1 OF A SERIES OF

FORMAT: Worktext 62 pages

Large type. Basic introduction to simple consumer math problems (grocery bills, buying household goods and clothes, comparing prices, mailing letters, utility bills, wage deductions, simple budgets, etc.)

CONTENT: Practice Exercises

BASIC MATH: Whole numbers, consumer math problems (i.e.: taxes, insurance, interest)

COMMENTS: Primarily set up as a series of problem situations; assumes the student can add and subtract, etc. Any explanations of what to do, if this is not obvious to the student, must come from the teacher. Definitely ABE material.

Shirley F. Bertin

M1.80 USEFUL ARITHMETIC, Volume 2 CATEGORY SB

PUBLISHER Richards Publ. Co. (1972) PRICE PART 2 OF A SERIES OF

FORMAT: Worktext 78 pages

Large type. Continuation of Book 1 with more emphasis on understanding percentages, budgeting and banking (savings and checking). Again, basic operational skills are assumed.

CONTENT: Practice Exercises

BASIC MATH: Whole numbers, percents, consumer math problems (i.e.: taxes, insurance, interest)

COMMENTS: Could be used as follow-up to Book 1 or used in place of Book 1 for slightly more advanced ABE student. Any explanation of concepts or processes, again, must come from the teacher. The book simply presents real-life situations which involve math to solve.

Shirley F. Bertin

M1.81 MONEY IN THE POCKET, Volume 4A CATEGORY SB
The Getting Along Series of Skills-Workbooks
PUBLISHER Richards Publ. Co. (1965) PRICE PART 4 OF A SERIES OF

FORMAT: Worktext 62 pages

Combination of reading skills and related math skills necessary for wise handling of a pay check. Large type. Cartoon illustrations.

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

BASIC MATH: Whole numbers

COMMENTS: General skills book (spelling, vocabulary, alphabetizing), loosely organized around the work week and payroll information. Easy reading - but almost exclusively reading with problem situations to solve.

Shirley F. Bertin

M1.82 APPLIED ARITHMETIC ESSENTIALS CATEGORY SB

PUBLISHER H. M Rowe Company PRICE

FORMAT: Worktext 140 pages

Lesson page is succeeded by test page - 70 lessons. Covers aliquot parts, weights and measures, percentage, interest and promissory notes.

CONTENT: Examples Practice Exercises Explains Terms

BASIC MATH: Fractions, decimals, percents, story problems, consumer math problems (i.e.: taxes, insurance, interest)

COMMENTS: Authoritarian tone. Initial instruction to student: "Keep your pencil sharp. Take time enough to make your figures small, neat and distinct." Very traditional text; must be the math equivalent of McGuffy's Reader.

Shirley F. Bertin

M1.83 ARITHMETIC CATEGORY SB

PUBLISHER W.B. Saunders Company (1975) PRICE

FORMAT: Text 357 pages Instruction Manual Key (Contained) Pre-test (Contained) Mastery Test (Contained)

Definition of terms, rules set off, examples, warm-up exercises, then exercises. Print is green/grey, has pictures, drawings.

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

BASIC MATH: Whole numbers, fractions, decimals, percents, conversions (fractions, decimals, percents), averaging, ratio/proportion, story problems, consumer math problems (i.e.: taxes, insurance, interest), solving formulas, measurement (English/U.S., metric, household/denominate), factoring whole numbers

GEOMETRY: Linear, area, volume, angles, triangles, polygons, circles, solids

COMMENTS: Excellent explanation, material is not crowded, uses drawings. For group or individual. Has index and table of contents. Has chapter tests and pre-test.

Bob Jansen

M1.84 MODERN MATHEMATICS, ALGEBRA ONE CATEGORY SB

PUBLISHER Silver Burdett Company (1966) PRICE

FORMAT: Text 437 pages Instruction Manual Key (Separate) Drawings

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

ALGEBRA: Signed terms, combining terms, simple equations, combining polynomials, factoring, fraction/decimal equations, complex fractions, complex equations, graphing equations, simultaneous equations.

GEOMETRY: Linear, area, volume, angles, transversals, triangles, polygons, circles, solids, pythagorean theorem

OTHER: Trigonometry Functions, Modern Math

COMMENTS: Table of Contents and Index. Needs teacher input.

Bob Jansen

M1.85 CONSUMER AND BUSINESS MATHEMATICS CATEGORY SB

PUBLISHER Simon and Schuster Inc. (1974) PRICE

FORMAT: Text 139 pages

Cartoon illustrations, sample forms for taxes, etc. Very comprehensive coverage of business math topics. Could be a 1-semester course. Student should be competent in basic math before beginning this book.

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

BASIC MATH: Whole Numbers, fractions, decimals, percents, story problems, consumer math problems (i.e.: taxes, insurance, interest)

COMMENTS: Designed as introductory book in business math; ideal for student who wants to go on with formal course in bookkeeping or accounting. Would not recommend for GED preparations as it is too specialized.

Shirley F. Bertin

M1.86 BASIC MATHEMATICS REVIEW CATEGORY SB

PUBLISHER South-Western Publ. Company (1969) PRICE

FORMAT: Worktext 162 pages Key (Separate) Mastery Test (Contained)

Much of the material is "written" rather than typed, but the handwriting is smaller than that of many adult basic students. Workspace is not always adequate for students who write fairly large. Type size is fairly small generally.

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

BASIC MATH: Whole numbers, fractions, decimals, percents, conversions (fractions, decimals, percents), story problems, consumer math problems (i.e.: taxes, insurance, interest), measurement (household/denominate).

OTHER: Aliquot Parts

COMMENTS: Comprehensive basic skill-building text, but small print is distracting.

Shirley F. Bertin

M1.87 STEPS TO MATHEMATICS CATEGORY SB

PUBLISHER Steck-Vaughn Company (1969) PRICE PART 1 OF A SERIES OF 2

FORMAT: Worktext 60 pages Key (Separate) Mastery Test (Contained)

Uses pictures. Very elementary. Some rules appear in black, grey.

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

BASIC MATH: Whole numbers, story problems

COMMENTS: Uses pictures to help explain the operations. Has Table of Contents. May or may not need teacher input.

Bob Jansen

M1.88 STEPS TO MATHEMATICS CATEGORY SB

PUBLISHER Steck-Vaughn Company (1969) PRICE PART 2 OF A SERIES OF 2

FORMAT: Worktext 60 pages Key (Separate) Mastery Test (Contained)

Uses pictures, very elementary. Some rules appear in black, grey.

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

BASIC MATH: Whole numbers, story problems, tables/maps/graphs, measurement (English/U.S., household/denominate, conversations)

GEOMETRY: Linear

COMMENTS: Reviews basic whole number operations before explaining new material. Much practice on new concepts. Has Table of Contents.

Bob Jansen

M1.89 BASIC ESSENTIALS OF MATH - Part One, Revised CATEGORY SB

PUBLISHER Steck-VaughnCompany (1975) PRICE PART 1 OF A SERIES OF 2

FORMAT: Worktext 96 pages Key (Separate) Mastery Test (Contained)

Separate topic on each page with frequent practice exercises, review exercises, etc. Good type size with adequate work space. Very few illustrations.

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

BASIC MATH: Whole numbers, fractions, decimals, conversions (fractions, decimals), measurement (metric)

COMMENTS: Requires little reading. Some exercises require teacher introduction for a basic student. Extensive exercises encourage independent review work by the student. Suitable for any age.

Shirley F. Bertin

M1.90 BASIC ESSENTIALS OF MATH - Part Two, Revised CATEGORY SB

PUBLISHER Steck-Vaughn Comapny PRICE PART 2 OF A SERIES OF 2

FORMAT: Worktext 96 pages Key (Separate) Mastery Test (Contained)

Separate topic on each page with frequent practice exercises, review exercises, etc. Good type size with adequate work space. Very few illustrations.

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

BASIC MATH: Percents, conversions (fractions, decimals, percents), averaging, ratio/proportion, story problems, consumer math problems (i.e.: taxes, insurance, interest), tables/maps/graphs, square roots, solving formulas, measurement (English/U.S., metric, household/denominate), number series

ALGEBRA: Simple equations, fraction/decimal equations

GEOMETRY: Linear, area, volume, angles, triangles, circles, solids, ration/proportion, similar, congruent

COMMENTS: Some exercises require teacher introduction for the student with little math background. Algebra topics are too limited; some additional information must be supplied if the topics covered here are to be well understood. In my opinion, too many topics are covered in a limited space without adeqaute transitional information.

Shirley F. Bertin

M1.91 WORKING WITH NUMBERS, TRIANGLE BOOK CATEGORY SB

PUBLISHER Steck-Vaughn Company (1973) PRICE PART 1 OF A SERIES OF 7

FORMAT: Worktext 126 pages Key (Separate) Large Type Size
Colored Illustrations

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

BASIC MATH: Whole numbers

COMMENTS: Directed toward basic reader; illustrations would appeal to young children. Very basic introduction of whole numbers.

Shirley F. Bertin

M1.92 WORKING WITH NUMBERS, RECTANGLE BOOK CATEGORY SB

PUBLISHER Steck-Vaughn Company PRICE PART 2 OF A SERIES OF 7

FORMAT: Worktext 128 pages Key (Separate) Mastery Test (Contained)

Large type size, adequate work space. One lesson per page with frequent practice and review exercises.

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

BASIC MATH: Whole numbers, averaging, story problems, measurement (household/denominate)

COMMENTS: More suitable for adult use than the first book in this series.

Shirley F. Bertin

M1.93 WORKING WITH NUMBERS, PENTAGON BOOK CATEGORY SB

PUBLISHER Steck-Vaughn Company (1973) PRICE _____ PART 3 OF A SERIES OF 7

FORMAT: Worktext 128 pages Key (Separate) Mastery Test (Contained)

Average-sized type. One lesson per page with frequent practice and review exercises.

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

BASIC MATH: Whole numbers, fractions, decimals, story problems, Roman Numerals

COMMENTS: Ideal book for student who needs brief review of whole numbers and good review/introduction to fractions and decimals.

Shirley F. Bertin

M1.94 WORKING WITH NUMBERS, HEXAGON BOOK CATEGORY SB

PUBLISHER Steck-Vaughn Company (1973) PRICE _____ PART 4 OF A SERIES OF 7

FORMAT: Worktext 128 pages Key (Separate) Mastery Test (Contained)

Average-sized type. One lesson per page with frequent practice and review exercises.

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

BASIC MATH: Whole numbers, fractions, decimals, story problems, tables/maps/graphs, measurement (household/denominate)

GEOMETRY: Linear, area, volume

COMMENTS: Brief review of whole numbers, fairly extensive review of fractions and decimals, basic introduction to area and volume of rectangular figures.

Shirley F. Bertin

M1.95 WORKING WITH NUMBERS, HEPTAGON BOOK CATEGORY SB

PUBLISHER Steck-Vaughn Company (1973) PRICE PART 5 OF A SERIES OF 7

FORMAT: Worktext 128 pages Key (Separate) Mastery Test (Contained)

Average sized type. One lesson per page with frequent practice and review exercises.

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

BASIC MATH: Whole numbers, fractions, decimals, percents, story problems, consumer math problems (i.e.: taxes, insurance, interest), tables/maps/graphs, solving formulas, measurement (household/denominate)

GEOMETRY: Linear, area, volume

COMMENTS: Brief review of processes covered in preceding four volumes. Heavy concentration on home-related problems, practical consumer problems, etc.

Shirley F. Bertin

M1.96 WORKING WITH NUMBERS, OCTAGON BOOK CATEGORY SB

PUBLISHER Steck-Vaughn Company (1973) PRICE PART 6 OF A SERIES OF 7

FORMAT: Worktext 128 pages Key (Separate) Mastery Test (Contained)

Average sized type. One lesson per page with frequent practice and review exercises.

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

BASIC MATH: Whole numbers, fractions, decimals, percents, ratio/proportion, story problems, consumer math problems (i.e.: taxes, insurance, interest), tables/maps/graphs, solving formulas, measurement (household/denominate)

ALGEBRA: Simple equations, fraction/decimal equations

COMMENTS: Very brief review of basic skills. Concentration is on practical consumer problems, formulas, and introduction to algebra through equations.

Shirley F. Bertin

M1.97 STEPS TO MATHEMATICS, Book 1 CATEGORY SB

PUBLISHER Steck-Vaughn Company (1969) PRICE _____ PART 1 OF A SERIES OF 2

FORMAT: Worktext 60 pages

Large type. Pictorial presentation of problems. Begins with writing numbers and counting to 10 and goes through division using 1-9 divisors. Frequent review lessons.

CONTENT: Explains Concepts Examples Practice Exercises

BASIC MATH: Whole numbers, story problems

COMMENTS: Uses very simple language/sentence structure in explanations and word problems. Might appear to be condescending to some adult students. Definitely designed for the very basic student.

Shirley F. Bertin

M1.98 STEPS TO MATHEMATICS, Book 2 CATEGORY SB

PUBLISHER Steck-Vaughn Company (1969) PRICE _____ PART ___ OF A SERIES OF ___

FORMAT: Worktext 60 pages

Large type. Limited illustrations. Begins with review of writing numbers and counting by 3's and 5's and proceeds through a simple introduction to denominate numbers.

CONTENT: Explains Concepts Examples Practice Exercises

BASIC MATH: Whole numbers, story problems, maps

COMMENTS: Uses very simple language/sentence structure in explanations and word problems. Might appear to be condescending to some adult students. Definitely designed for the very basic students.

Shirley F. Bertin

M1.99 WORKING WITH NUMBERS, Book 1 CATEGORY SB

PUBLISHER Steck-Vaughn Company (1962) PRICE PART 1 OF A SERIES OF 2

FORMAT: Worktext 128 pages

Pictorial (color) introduction to numbers. Very few written instructions.

CONTENT:

BASIC MATH: Whole numbers

COMMENTS: Designed as k or 1st grade text. I, personally, would not use this text with an adult unless I were in desperate straits for material at the beginner level.

Shirley F. Bertin

M1.100 THE NEW WORKING WITH NUMBERS, Book 2 CATEGORY SB

PUBLISHER Steck-Vaughn Company (1962) PRICE PART 2 OF A SERIES OF 2

FORMAT: Worktext 144 pages

Effusively illustrated. Covers place values and basic addition and subtraction.

CONTENT:

BASIC MATH: Whole numbers

COMMENTS: As with Book 1, I would not want to use this book with an adult student.

Shirley F. Bertin

M1.101 FOCUS ON ADVANCED DECIMALS CATEGORY SB
(Supplementary to Book 12 in a Series)
PUBLISHER Sullivan Associates PRICE

FORMAT: Worktext Programmed 14 pages Key (Contained)

Large type. No illustrations. Begins of division of decimals with one-digit whole number divisors through three-digit decimal divisors. Includes conversion to fractions and to percents.

CONTENT: Examples Practice Exercises

BASIC MATH: Decimals, conversions (fractions, decimals, percents)

COMMENTS: This text is designed as a supplementary text to Book 12 in the Programmed Math series. It offers additional skill-building for the student who needs additional work after completing that text.

Shirley F. Bertin

M 2.01 ARITHMETIC - MODERN APPROACH, 2nd Edition CATEGORY SB/R

PUBLISHER Addison-Wesley Publishing Company (1975) PRICE

FORMAT: Text 421 pages Instruction Manual Key (Separate, Contained)
Pre-test (Contained) Mastery Test (Separate, Contained)

Uses drawings, graphs. Material is explained, practice problems. At end of chapter are review exercises for each new concept, then chapter test.

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

BASIC MATH: Whole numbers, fractions, decimals, percents, conversions (fractions, decimals, percents), averaging, ratio/proportion, story problems, consumer math problems (i.e.: taxes, insurance, interest), tables/maps/graphs, exponents, square roots, solving formulas, measurement (English/U.S., metric, household/ denominate, conversions), signed numbers, factoring whole numbers, number series, even and odd numbers

GEOMETRY: Linear, area, volume, triangles, polygons, circles,

OTHER: Modern Math

COMMENTS: Has Table of Contents and Index. Pre-test is correlated to chapters of the text. Has answers to majority of questions. May or may not need teacher input. Tapes can be purchased to assist in explanations.

Bob Jansen

M 2.02 BUSINESS ARITHMETIC CATEGORY SB/R

PUBLISHER Cambridge Book Company (1968) PRICE

FORMAT: Worktext 170 pages Mastery Test (Contained) Easy to Read Pictures

Reviews material, explains and illustrates new concepts before you practice.

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

BASIC MATH: Whole numbers, fractions, decimals, percents, conversions (fractions, decimals, percents), averaging, ratio/proportion, story problems, consumer math problems (i.e.: taxes, insurance, interest), tables/maps/graphs, measurement (English/U.S., houshold/denominate), even and odd numbers

OTHER: Roman Numerals, Base Two

COMMENTS: Has Table of Contents and Index. Once basic material is mastered, it is then applied to business situation or daily life situations. Does fair job in whole numbers, fractions, decimals and percents. Has Glossary of Terms.

Bob Jansen

M 2.03 COMPETENCY BASED VOCATIONAL, TECHNICAL AND LIBERAL ARTS MATH 2nd Edition CATEGORY SB/R

PUBLISHER Curriculum Development & Research Inc. (1975) PRICE 9.95

FORMAT: Text 229 pages Instruction Manual Key (Separate, Contained)
Pre-test (Contained) Mastery Test (Contained)

Has objectives, (blue, black) print, drawings.

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

BASIC MATH: Whole numbers, fractions, decimals, percents, conversions (fractions, decimals, percents), averaging, ratio/proportion, story problems, consumer math problems (i.e.: taxes, insurance, interest), tables/maps/graphs, exponents, square roots, solving formulas, measurement (English/U.S., metric, household/denominate, conversions), signed numbers, factoring whole numbers, number series, even and odd numbers

ALGEBRA: Signed terms, combining terms, simple equations, combining polynomials, factoring, fraction/decimal equations, complex fractions, complex equations, graphing equations, simultaneous equations

GEOMETRY: Linear, area, volume, angles, transversals, triangles, polygons, circles, solids, constructions (compass, protractor), pythagorean theorem, ration/proportion, similar, congruent

OTHER: Logs, Trigonometry Functions, Slide Rule

COMMENTS: Has Table of Contents. Should have lecture and independent study. As different careers are studied, there is a guide as to what pre-requisites are needed. If more practice is needed, there is supplemental material. I believe in some cases you may need more supplemental material.

Bob Jansen

M 2.04 BASIC MATHEMATICS SIMPLIFIED, 3rd Edition CATEGORY SB/R
(Prerequistite to trade area math)

PUBLISHER Delmar Publisher (1972) PRICE

FORMAT: Text 344 pages Instruction Manual Key (Separate) Uses Graphs
Mastery Test (Contained) Easy to Read Rules Set Out in Blue, Grey

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

BASIC MATH: Whole numbers, fractions, decimals, conversions (fractions, decimals, percents), averaging, ratio/proportion, story problems, consumer math problems (i.e.: taxes, insurance, interest), tables/maps/graphs, exponents, square roots, solving formulas, measurement (English/U.S., metric, household/denominate, conversions), signed numbers, factoring whole numbers, even and odd numbers.

ALGEBRA: Signed terms, combining terms, simple equations, combining polynomials, factoring.

GEOMETRY: Linear, area, volume, angles, triangles, polygons, circles, solids, constructions (compass, protractor), pythagorean theorem, ration/proportion, similar, congruent

OTHER: Trigonomentry functions, Slide rule for computation

COMMENTS: Has Table of contents and index. As new concepts are introduced, each is carefully illustrated and explained. Conversions between fraction-decimal-percent may need some help. For individual or group. May need teacher input in some areas.

Bob Jansen

M 2.05 MATHEMATICS FOR PLUMBERS AND PIPEFITTERS CATEGORY SB/R

PUBLISHER Delmar Publishers (1972) PRICE

FORMAT: Worktext 202 pages Instruction Manual Key (Separate)
Mastery Test (Separate) Drawings

Reviews rules, formulas, sample problems before assignment is made.

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

BASIC MATH: Whole numbers, fractions, decimals, percents, conversions (fractions, decimals, percents), ratio/proportion, story problems, tables/maps/graphs, exponents, square roots, solving formulas, measurement (English/U.S., metric, household/denominate, conversions).

GEOMETRY: Linear, area, volume, angles, triangles, polygons, circles, solids, constructions (compass, protractor), pythagorean theorem.

COMMENTS: Reviews material that is beneficial to the new concepts. Table of Contents.

Bob Jansen

M 2.06 FOOD SERVICE/LODGING MATH WORKBOOK CATEGORY SB/R

PUBLISHER Medalist Publication Inc. (1971) PRICE

FORMAT: Worktext 228 pages Pre-test (Contained)

Diagnostic test on whole numbers through percents. Uses pictures, graphs to help illustrate

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

BASIC MATH: Whole numbers, fractions, decimals, percents, conversions (fractions, percents, decimals), averaging, ratio/proportion, story problems, consumer math problems (i.e.: taxes, insurance, interest), tables/maps/graphs, solving formulas, measurement (English/U.S., household/denominate, conversions).

COMMENTS: If a diagnostic test shows that help is needed, pages are recommended that are to help students learn those missing skills. Teacher help may or may not be needed. No Table of Contents or Index.

Bob Jansen

M 2.07 FRACTIONS II: BASIC OPERATIONS WITH FRACTIONS CATEGORY SB/R

PUBLISHER McGraw-Hill Inc. PRICE PART 2 OF A SERIES OF 3

FORMAT: Worktext Programmed 1315 Frames Key (Contained)
Mastery Test (Contained)

Designed as self-instructional program with guide for use of full program or as review. Covers addition, subtraction, multiplication, and division of fractions. Small print; extensive illustrations.

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

BASIC MATH: Fractions

COMMENTS: Format is probably appealing to mature adult student; could be a bit threatening at first to a student who is frightened of fractions.

Shirley F. Bertin

M 2.08 MODERN MATHEMATICS CATEGORY SB/R

PUBLISHER Silver Burdett Company (1966) PRICE

FORMAT: Text 425 pages Instruction Manual Key (Separate) Mastery Test (Contained)

Red print for emphasis. Tables, black print is used to emphasize

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

ALGEBRA: Signed terms, combining terms, simple equations, combining polynomials, factoring, fraction/decimal equations, complex fractions, complex equations, graphing equations, simultaneous equations, story problems, consumer math problems (i.e.: taxes, insurance, interest), tables/maps/graphs, exponents, square roots, solving formulas, measurement (English/U.S.)

GEOMETRY: Linear, area, volume, angles, transversals, triangles, polygons, circles, solids, constructions (compass, protractor), pythagorean theorem, ration/proportion, similar, congruent

OTHER: Trigonomentry Functions, Modern Math

COMMENTS: Has table of contents and index. Algebra is main topic, but geometry and trigonomentry are reviewed.

Bob Jansen

M 2.09 ALGEBRA, Book One CATEGORY SB/R

PUBLISHER Steck-Vaughn Company (1960) PRICE PART 1 OF A SERIES OF

FORMAT: Worktext 160 pages Key (Separate) Mastery Test (Contained)

Average type size. Very few illustrations. Single-page topics followed by review page. Excellent sequence of skills presented. No Index

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

ALGEBRA: Signed terms, combining terms, simple equations, combining polynomials, factoring, fraction/decimal equations, complex fractions, complex equations, story problems, exponents, solving formulas

COMMENTS: Assumes prior instruction in algebra, but extensive problems allows worksheet to be used both for skill-building and review. Can be used for GED preparation or review of algebra needed for career-related math or prior to study of advanced algebra.

Shirley F. Bertin

M2.10 THINKING METRIC CATEGORY SB/R

PUBLISHER John Wiley & Sons Inc. (1973) PRICE

FORMAT: Modified Worktext 142 pages Mastery Test (Contained)

Designed for self-instruction. Good guide to determine how to use the book for introductory study or for review. Good use of tables and illustrations. Includes a justification of the use of the metric system, language, distance and speed, volume, weight and mass, temperature, work and power, and conversions, plus tables for conversions.

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

BASIC MATH: Measurement (metric, conversions)

COMMENTS: Assumes that the student has mastered elementary arithmetic. Looks very formidable because print is small and extensive, but the general tone is conversational. Not for the basic student, however. Definitely a comprehensive coverage of the metric system for the student who will use the system in his vocation.

Shirley F. Bertin

M 3.01 PRACTICAL APPLICATIONS IN MATHEMATICS CATEGORY R

PUBLISHER Allyn and Bacon Inc. PRICE

FORMAT: Worktext 220 pages Pre-test (Contained)

Includes inventory test to indicate which practice lessons should be covered by the student. Small print. Inadequate space to work out answers. Comprehensive inventory of tasks but no accompanying explanations. Frequent progress and achievement tests.

CONTENT:

BASIC MATH: Whole numbers, fractions, decimals, percents, conversions (fractions, decimals, percents), ratio/proportion, story problems, consumer math problems (i.e.: taxes, insurance, interest), tables/maps/graphs, exponents, square roots, measurement (English/U.S., metric, household/denominate, conversions).

ALGEBRA: Signed terms, simple equations, fraction/decimal equations, complex equations, graphing equations.

GEOMETRY: Linear, area, volume, angles, transversals, triangles, polygons, circles, solids, constructions (compass, protractor), pythagorean theorem, ration/proportion, similars.

OTHER: Trigonometry functions, Modern Math

COMMENTS: Must be used as review text or be teacher-taught. Could be excellent supplement to a lecture class, or it could be used solely for homework assignments.

Shirley F. Bertin

M 3.02 RELATED MATH FOR CARPENTERS, 2nd Edition CATEGORY R

PUBLISHER American Technical Society (1973) PRICE

FORMAT: Text 217 pages Instruction Manual Key (Separate, Contained)
Mastery Test (Separate, Contained) Illustrations

Sample problem, exercises. Sometimes new formulas are illustrated and explained.

CONTENT: Practice Exercises

BASIC MATH: Whole numbers, fractions, decimals, percents, conversions (fractions, decimals, percents), ratio/proportion, story problems, tables/maps/graphs, exponents, square roots, solving formulas, measurement (English/U.S., metric, household/denominate, conversions).

GEOMETRY: Linear, area, volume, angles, triangles, polygons, circles, solids, constructions (compass, protractor), pythagorean theorem

COMMENTS: Has Table of Contents. Either for group or individual. You must know the basics to start this book. They are reviewed as you work story problems. New concepts are briefly explained before you work practice problems.

Bob Jansen

M 3.03 GENERAL MATH ABILITY, Revised (GED Program) CATEGORY R

PUBLISHER Cambridge Book Co. (1973) PRICE PART 2 OF A SERIES OF 2

FORMAT: Worktext 214 pages Key (Contained) Pre-test (Contained)
Mastery Test (Contained)

Test format similar to GED format (5-choice answer); contains self-evaluation profiles after each section. Print is easy to read.

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

BASIC MATH: Fractions, decimals, percents, conversions (fraction, decimal, percent), averaging, story problems, consumer math problems (i.e.: taxes, insurance, interest), tables/maps/graphs, exponents, square roots, solving formulas, signed numbers, number series, even and odd numbers.

ALGEGRA: Signed terms, combining terms, simple equations, combining polynomials, factoring, fraction/decimal equations, complex equations, graphing equations.

GEOMETRY: Linear, area, volume, angles, transversals, triangles, polygons, circles, solids, pythagorean theorem, ratio/proportion, similar

OTHER: Modern Math, Properties of Mathematical Operations

COMMENTS: Excellent review text for student who has studied algebra/geometry at a prior date. Very brief practice exercises. Easily used by self-directed individual with minimal teacher supervision.

Shirley F. Bertin

M 3.04 BASIC ALGEBRA, GEOMETRY, TRIGONOMETRY CATEGORY R

PUBLISHER Delmar Publishers (1970) PRICE

FORMAT: Worktext Programmed 50 pages Key (Contained) Mastery Test (Contained) Pictures

CONTENT: Examples Practice Exercises

ALGEBRA: Simple equations, fraction/decimal equations, complex fractions, complex equations, simultaneous equations, consumer math problems (i.e.: taxes, insurance, interest), tables/maps/graphs, solving formulas, measurment (English/U.S.)

GEOMETRY: Linear, area, angles, triangles, polygons, circles, pythagorean theorem

OTHER: Trigonometry Functions

COMMENTS: The basics of the three areas are reviewed and then applied to shop math. Explanations, if any, are concise.

Bob Jansen

M 3.05 PRACTICAL PROBLEMS IN MATH FOR CARPENTERS CATEGORY R

PUBLISHER Delmar Publisher (1973) PRICE

FORMAT: Worktext 143 pages Instruction Manual Key (Separate) Drawings Mastery Test (Contained)

CONTENT: Practice Exercises

BASIC MATH: Whole numbers, fractions, decimals, percents, conversions (fraction, decimal, percent), ratio/proportion, story problems, tables/maps/graphs, exponents, square roots, solving formulas, measurement (English/U.S., metric, household/ denominate, conversions).

GEOMETRY: Linear, area, volume, angles, triangles, polygons, circles, solids, pythagorean theorem

COMMENTS: As you work sections and experience difficulty, you are directed to section from Basic Math simplified. Has Table of Contents.

Bob Jansen

M 3.06 PRACTICAL PROBLEMS IN MATH FOR AUTOMOTIVE TECHNICIANS CATEGORY R

PUBLISHER Delmar Publishers (1972) PRICE

FORMAT: Worktext 111 pages Instruction Manual Key (Separate) Drawings Mastery Test (Contained)

CONTENT: Practice Exercises

BASIC MATH: Whole numbers, fractions, decimals, percents, conversions (fractions, decimals, percents), ratio/proportion, story problems, tables/maps/graphs, exponents, square roots, solving formulas, measurement (English/U.S., metric, household/denominate, conversions).

GEOMETRY: Linear, area, volume, angles, triangles, polygons, circles, solids

COMMENTS: Basic Math Simplified is needed as you experience difficulty. Has Table of Contents.

Bob Jansen

M 3.07 AUTOMOTIVE SHOP MATH CATEGORY R

PUBLISHER Delmar Publisher (1970) PRICE

FORMAT: Worktext Programmed 50 pages Key (Contained) Mastery Test (Contained)

CONTENT: Practice Exercises

BASIC MATH: Whole numbers, fractions, decimals, percents, story problems, tables/maps/graphs, solving formulas

COMMENTS: The basics are reviewed and applied to shop math problems.

Bob Jansen

M 3.08 ELECTRICITY SHOP MATH CATEGORY R

PUBLISHER Delmar Publishers (1970) PRICE

FORMAT: Worktext Programmed 39 pages Key (Contained) Mastery Test (Contained)

CONTENT: Practice Exercises

BASIC MATH: Story problems, consumer math problems (i.e.: taxes, insurance, interest), solving formulas.

COMMENTS: It is assumed that a person has the basics in order to work and solve the problems.

Bob Jansen

M 3.09 PRACTICAL PROBLEMS IN MATHEMATICS FOR ELECTRICIANS CATEGORY R

PUBLISHER Delmar Publishers (1973) PRICE

FORMAT: Worktext 87 pages Instruction Manual Key (Separate) Drawings Mastery Test (Contained)

CONTENT: Practice Exercises

BASIC MATH: Whole numbers, fractions, decimals, percents, conversions (fractions, decimals, percents), ratio/proportion, story problems, exponents, square roots, solving formulas, measurement (English/U.S., household/denominate, conversions).

GEOMETRY: Linear, area, volume, angles, triangles, polygons, circles, solids, pythagorean theorem

COMMENTS: Requires Basic Math Simplified before this book. Has Table of Contents.

Bob Jansen

M 3.10 PRACTICAL PROBLEMS IN MATHEMATICS FOR MACHINISTS CATEGORY R

PUBLISHER Delmar Publishers (1973) PRICE

FORMAT: Worktext 175 pages Instruction Manual Key (Separate) Drawings Mastery Test (Contained)

CONTENT: Practice Exercises

BASIC MATH: Whole numbers, fractions, decimals, percents, conversions (fractions, decimals, percents), ratio/proportion, story problems, tables/maps/graphs, exponents, square roots, solving formulas, measurement (English/U.S., household/ denominate, conversions).

GEOMETRY: Linear, area, volume, angles, triangles, polygons, circles, solids, pythagorean theorem

OTHER: Trigonometry Functions

COMMENTS: Requires Basic Math Simplified before this book. Has Table of Contents

Bob Jansen

M 3.11 PRACTICAL PROBLEMS IN MATHEMATICS FOR MASONS CATEGORY R

PUBLISHER Delmar Publishers (1973) PRICE

FORMAT: Worktext 175 pages Instruction Manual Key (Separate) Drawings Mastery Test (Contained)

CONTENT: Practice Exercises

BASIC MATH: Whole numbers, fractions, decimals, percents, conversions (fractions, decimals, percents), story problems, exponents, square roots, measurement (English/ U.S., metric, household/denominate, conversions).

GEOMETRY: Linear, area, volume, angles, triangles, polygons, circles, solids, pythagorean theorem

COMMENTS: Basic Math Simplified covers the basic explanations before coming to this book. Has Table of Contents.

Bob Jansen

M 3.12 MATHEMATICS FOR PLUMBERS AND PIPEFITTERS CATEGORY R

PUBLISHER Delmar Publishers (1973) PRICE

See Comments Under Category SB/R

M 3.13 PRACTICAL PROBLEMS IN MATHEMATICS FOR PRINTING TRADES CATEGORY R

PUBLISHER Delmar Publishers (1956) PRICE

FORMAT: Worktext 143 pages Instruction Manual Key (Separate) Drawings
Mastery Test (Contained)

CONTENT: Practice Exercises

BASIC MATH: Whole numbers, fractions, decimals, percents, conversions (fractions, decimals, percents), averaging, ratio/proportion, story problems, tables/maps/graphs, exponents, square roots, solving formulas, measurement (English/U.S., household/ denominate, conversions)

COMMENTS: Needs Basic Math Simplified as you experience difficulty. Has Table of Contents.

Bob Jansen

M 3.14 PRACTICAL PROBLEMS IN MATHEMATICS FOR SHEET METAL TECHS CATEGORY R

PUBLISHER Delmar Publishers (1973) PRICE

FORMAT: Worktext 144 pages Instruction Manual Key (Separate) Drawings
Mastery Test (Contained)

CONTENT: Practice Exercises

BASIC MATH: Fractions, decimals, percents, conversions (fractions, decimals, percents), ratio/proportion, story problems, tables/maps/graphs, exponents, square roots, solving formulas, measurement (English/U.S., metric, household/ denominate, conversions).

ALGEBRA: Signed terms, combining terms, simple equations, combining polynomials.

GEOMETRY: Linear, area, volume, angles, transversals, triangles, polygons, circles, solids, constructions (compass, protractor), pythagorean theorem

OTHER: Trigonometry Functions

COMMENTS: Basic Math Simplified required to go with book and is used as a reference as you experience difficulty with the book. Has Table of Contents.

Bob Jansen

M3.15 MODERN MATHEMATICS FOR ACHIEVEMENT, Book 7 CATEGORY R

PUBLISHER Houghton-Mifflin Company (1966) PRICE _____ PART 7 OF A SERIES OF ___

FORMAT: Worktext 46 pages Instruction Manual Key (Separate)
Mastery Test (Contained)

The secondary title of the book (The Set of Positive Rational Numbers) is much more formidable than the book itself. It really just covers fractions with a few special related topics thrown in for good measure. Uses a game approach.

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

BASIC MATH: Fractions, decimals, percents, ratio/proportion

GEOMETRY: Linear

COMMENTS: Uses simple approach but covers too many topics too briefly to be considered a skill-building text.

Shirley F. Bertin

M3.16 MODERN MATHEMATICS FOR ACHIEVEMENT, Book 8 CATEGORY R

PUBLISHER Houghton-Mifflin Company (1966) PRICE _____ PART 8 OF A SERIES OF ___

FORMAT: Worktext 46 pages Instruction Manual Key (Separate)
Mastery Test (Contained)

Covers a variety of topics under the secondary title (Applying Number Ideas), including set of integers, review of multiplication and division, finding averages, game to explain Base 5, graphs (grids), money, wrapping coins, wages, geometric concepts.

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

BASIC MATH: Whole numbers, fractions, decimals, percents, ratio/proportions

GEOMETRY: Linear

COMMENTS: Could be used as brief review text or to stimulate interest in math. Topics are covered very briefly but presented in an interesting way.

Shirley F. Bertin

M 3.17 MAKING MATHEMATICS PLAIN CATEGORY R

PUBLISHER McCormick-Mathers Publ. Co. Inc. (1967) PRICE

FORMAT: Worktext 224 pages Key (Separate) Mastery Test (Separate, Contained)

Sequence of material presented presents some problems - algebra precedes measurement, for instance.

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

BASIC MATH: Whole numbers, fractions, decimals, percents, conversions (fractions, decimals, percents), averaging, ratio/proportion, story problems, consumer math problems (i.e.: taxes, insurance, interest), tables/maps/graphs, exponents, square roots, solving formulas, measurement (household/denominate).

ALGEBRA: Signed terms, combining terms, simple equations, fraction/decimal equations, signed numbers

GEOMETRY: Linear, area, volume, angles, transversals, triangles, polygons, circles, solids, constructions (compass, protractor), pythagorean theorem, ration/proportion, similar, congruent.

OTHER: Trigonometry Functions

COMMENTS: Illustrations depict junior high age youngsters, primarily, but otherwise the material js suitable for adults. Explanations are not always adequate for student to proceed at home; requires fairly extensive teacher explanation. Units for study should be carefully selected for GED preparation.

Shirley F. Bertin

M 3.18 FUNDAMENTALS OF ARITHMETIC CATEGORY R

PUBLISHER McGraw-Hill Book Company (1970) PRICE

FORMAT: Worktext Programmed 525 pages Key (Contained) Pre-test (Contained) Mastery Test (Contained) Post-test (Contained)

Should plan your own sequence, have supplemental material and needs teaching aids (rulers, graphs, etc.)

CONTENT: Practice Exercises

BASIC MATH: Whole numbers, fractions, decimals, percents, conversions (fractions, decimals, percents), ratio/proportion, exponents of ten, solving formulas, measurement (English/U.S., metric, conversions), signed numbers, factoring whole numbers

ALGEBRA: Combining terms, simple equations

OTHER: Modern Math, Assoc., Comm., Dist., Parenthesis Rules, L.C.D.

COMMENTS: Students are assumed to have had some of this material before but have done poorly. Doesn't explain concepts or terms too clearly or at all. Use for College freshman. Suited for individual or group. Has diagnostic for each chapter, with several pre and post tests in each chapter, then a final test over each chapter. Has Table of Contents.

Bob Jansen

M 3.19 BASIC MATHEMATICS REVIEW CATEGORY R

PUBLISHER South-Western Publ. Co. (1969) PRICE

FORMAT: Worktext 162 pages Instruction Manual Key (Separate)

Short explanations, followed by problems. Print is small.

CONTENT: Practice Exercises Explains Terms

BASIC MATH: Whole numbers, fractions, decimals, percents, conversions (fractions, decimals, percents), ratio/proportion, consumer math problems (i.e.: taxes, insurance, interest), tables/maps/graphs, measurement (English/U.S., household/ denominate, conversions).

COMMENTS: Is just a review over whole numbers - percents. Very few examples or explanation of concepts. Has Table of Contents. Test after each exercise. Very little explanation of anything.

Bob Jansen

M 3.20 WORKING WITH NUMBERS, Refresher Book CATEGORY R

PUBLISHER Steck-Vaughn Company (1973) PRICE PART 7 OF A SERIES OF 7

FORMAT: Worktext 128 pages Key (Separate) Mastery Test (Contained)

Average sized type. One lesson per page with frequent practice and review exercises.

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

BASIC MATH: Whole numbers, fractions, decimals, percents, ratio/proportion, story problems, consumer math problems (i.e.: taxes, insurance, interest), tables/maps/graphs, solving formulas, measurement (metric, household/denominate).

ALGEBRA: Simple equations, fraction/decimal equations

GEOMETRY: Ration/proportion, similars, variation/inverse variation

COMMENTS: Refresher book designed for the student who has understood the processes in earlier study.

Shirley F. Bertin

M 3.21 MATHEMATICS FOR NURSING SCIENCE CATEGORY R

PUBLISHER John Wiley and Sons, Inc. (1965) PRICE

FORMAT: Worktext Programmed 219 pages Key (Contained)
Small Print Drawings

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

BASIC MATH: Fractions, decimals, percents, conversions (fractions, decimals, percents), ratio/proportion, story problems, solving equations, measurement (English/U.S., metric, apothecary, household/denominate, conversions)

COMMENTS: Must have knowledge of whole numbers to take this course. Has Table of Contents. Either for Group or individual. Short tests after sections are there for review.

Bob Jansen

M 4.01 GENERAL MATHEMATICAL ABILITY CATEGORY TP

PUBLISHER Cambridge PRICE

FORMAT: Text Key (Contained) Pre-test (Contained) Mastery Test (Contained)

Small type. Comprehensive preparation specifically for GED test.

CONTENT: Explains Concepts Examples Practice Exercises Explains Terms

BASIC MATH: Whole numbers, fractions, decimals, conversions (fractions, decimals, percents), ratio/proportion, story problems, consumer math problems (i.e.: taxes, insurance, interest), tables/maps/graphs, solving formulas

ALGEBRA: Signed terms, combining terms, simple equations

COMMENTS: Recommend this text be used by a student who needs little preparation for the GED test. Good review text for student who has good math skills but may have forgotten some specifics and requires refresher study or orientation to testing.

Shirley F. Bertin.

ENGLISH AS A SECOND LANGUAGE - INTRODUCTION

The materials listed in the guide are divided into three categories: B Beginning, I Intermediate and A Advanced. This follows the levels indicated by author and publisher. In cases where a series includes 5-6 levels, the first two would be included in B; the second two would be included in I, and the last or last two in A. Where materials are not labeled, the general pattern of division prevails:

B (BEGINNING): Initial introduction to English with simplest of sentence structures, including presentation of simple present, past and future; and more complex patterns where it fits in with dialogues that are basic to foreigner's immediate needs in coping with new environment. There is not total agreement in all materials as to the initial approach. Some start with practical dialogues; some start with grammatical sequencing; some start with substitution drills and vocabulary build-up. The different emphasis each material presents is noted in the guide.

I (INTERMEDIATE): This stage presumes a beginning experience with basic structures and vocabulary. This too will vary, because of the different approaches to the beginning student, but certain basic verb forms and their irregular patterns and a couple hundred nouns and adjectives should be manageable. At this point, idiomatic usage expands, sentence structures are longer and more complex, and dialogues are more developed. Pronounciation drills examine problem sounds in detail with diagrams and drills with minimal pairs. There is no easy dividing line between levels. The intermediate student begins to get involved with the feeling of the language through idiomatic usage, and the vocabulary expands quickly as for a two year old who suddenly has enough language structure to start hanging hooks on it.

A (ADVANCED): A great emphasis on refinement of idiomatic language, more complex grammar and vocabulary discrimination in readings is seen in these materials. Comprehension, interpretation and freer use of language without so many substitution drills is characteristic. Exercises provide for continual refinement of word usage and clarification.

The teacher not initiated to ESL materials might examine several multiple approach texts which integrate the conversation-dialogue approach and substitution drills with grammatical sequencing and special idiomatic usage. Supplemental worktexts make a good combination if limited to two texts. The teacher not familiar with special problems of the non-English speaking might examine one of the pronounciation guides for use as reference. A-V materials are always useful, providing important link-ups with new vocabulary. Having resource materials on hand, ideas for making your own, or choosing a text with exceptional visual clues should be considered. Finally, practical conversation is a top priority and materials which ease the student into confident speaking ability should be considered.

The evaluators have noted (1) whether materials are clear in their format and sequencing; (2) the use of illustration and photos; (3) the applicability to age group and practical coping with life situations; (4) general attractiveness (imagination and humor revealed); and (5) specific types of exercises and drills. They also note the overall organization and helpful resources in the appendix.

In evaluating the applicability to a certain age group, we considered immediate practical needs in terms of content for dialogues, such as transportation, housing, health, schooling, jobs etc. Also the factor of attractiveness, high interest narratives, and highly visual material was noted, especially that which arouses interest in young adults as well as adults. Certain materials are noted for young children if pictures and dialogues were catchy for young children and "babyish" for young adults. It is sometimes difficult to predict how materials will go over, because of language ability, age gaps, and manner of presentation. For the most part, we tried to match needs, so students could cope with immediate problems primarily, and have supplemental readings to explore ideas, problems and historical settings.

ESL 1.01 NEW HORIZONS IN ENGLISH - 1 CATEGORY B

PUBLISHER Addison-Wesley AUTHOR Mellgren, Walker

FORMAT: Text Mastery Test (Contained)
Illustrated (Vocabulary identification, Situations, Diagrams)
Instructions Boxed or Separately Distinguished
Units Based on Grammar, Dialogues Appendix (Index, Test Answers)

CONTENT: Grammar (Basic rules, exercises, review); Speech patterns, conversation, dialogues; Substitution drills; Vocabulary usage, discrimination; Exercises mostly for oral drill, some fill-ins.

COMMENTS: Material relevant to life situations, Adult and young adult. Orientation: Social situations, school experience, domestic problems, getting along in community, sports, travel. Contemporary speech patterns used. Clear, simple instructions designed for independent work. Use of humor, imagaination. Basic vocabulary (greetings, common object, common experiences) introduced with humorous and appealing drawings, interspersed with simple dialogues. Dialogues clear, with systematic development of speech patterns. Attractive first text, easy to use for audio-lingual approach in student pairs and groups. Students can break up in groups and practice simultaneously. "Test yourself" sections at end of each unit. For use with small groups of multiple abilities, flexible for pronounciation drill and conversational take-offs. Need supplement such as Regents exercises for further grammatical practice.

ESL 1.02 CAREER EDUCATION-HOME AND HEALTH CATEGORY B

SERIES Vocational Technical PART OF A SERIES OF

PUBLISHER Allied Education Council (1975) AUTHOR Fults, Reynolds

FORMAT: Worktext Programmed 174 pages Mastery Test (Contained) Unit Quizes Illustrated (Vocabulary Identification) Photos (Realistic, easily recognized) Instructions Boxed or Separately Distinguished Units Based on Vocabulary Appendix (Index) Unit Quiz Answers

CONTENT: Simple sentences using each word. (Student copies sentences using vocabulary). Each word presented in Caps, Lower case, cursive.

COMMENTS: Adult and Young Adult. Orientation: Domestic problems, getting along in the community. Clear, simple instructions designed for independent work. Sentence vocabulary at intermediate level, use as supplement. Programming useful for quick sight vocabulary, each picture repeated, reviewed with exercises. Organized into short vocabulary units around object and concepts of: family, child development, health, first aid, housing, interior design, furnishings, home management, textiles, sewing, food, nutrition. Particularly applicable to foreign wife.

ESL 1.03 CAREER EDUCATION-AUTOMOTIVE CATEGORY B

SERIES Vocational Technical PART OF A SERIES OF

PUBLISHER Allied Educational Council (1975) AUTHOR Bond, Lash, Reynolds

FORMAT: Worktext Programmed 164 pages Mastery Test (Contained) Unit quizes Illustrated(Vocabulary Identification) Photos (Realistic) Drawings Instructions Boxed or Separately Distinguished Units Based on Vocabulary Appendix (Word list, Index)

CONTENT: Vocabulary usage, discrimination. Each word used in simple sentence; student copies. (Three forms of writing of each word, cursive, caps, lower case).

COMMENTS: Material relevant to life situations, Adult and Young Adult. Orientation: Job opportunities, Basic automotive vocabulary emphasis - tools, etc. Contemporary speech patterns used, formal patterns of English stressed. Clear, simple instructions designed for independent work. (Sentence vocabulary basic but intermediate level). Use as supplement. Each picture used three times: 1) word association 2) to choose correct word for part 3) quiz. Vocabulary clustered in units on: Engine - fuel system; Electrical System; Exhaust System; Cooling System; Steering, Brakes, Wheels; Transmission and Running Gear; Miscellaneous; Tools and Equipment.

ESL 1.04 LET'S LEARN ENGLISH, 4th Edition CATEGORY B

SERIES Let's Learn English PART 1 OF A SERIES OF 6

PUBLISHER American Book Company (1971) AUTHOR Wright, McGillivray

FORMAT: Text 173 pages Illustrated (Vocabulary identification, Diagrams)
Oral Reading

CONTENT: Grammar (Basic Rules, Exercises, Review); Speech Patterns, Conversations, Dialogues; Substitution Drills; Vocabulary Usage, Discrimination; Reading Selections; Vocabulary Footnotes/Marginal Notes; Pronounciation Guides (Diagrams, intonation lines, Drills, Intonation Patterns)

COMMENTS: Adult, Young Adult. Orientation: Social situations, school experience, job opportunities, domestic problems, getting along in community. Formal pattern of English stressed. Use of color to highlight important items. The book uses a controlled vocabulary of about 500 words, but at the same time offers a variety of drills and exercises, also encourages a lot of creative conversation.

ESL 1.05 LET'S LEARN ENGLISH, 4th Edition CATEGORY B

SERIES Let's Learn English PART 2 OF A SERIES OF 6

PUBLISHER American Book Company (1971) AUTHOR Wright, McGillivray

FORMAT: Text 161-387 pages Instruction Manual
Illustrated (Vocabulary Identification, Situations, Diagrams)
Use of Color Shading for Emphasis Instructions Boxed or Separately Distinguished
Color-coded Shapes to Designate Teacher, Student, Class
Units Based on Grammar, Dialogues, Readings
Appendix (Grammatical rules overview, Verb conjugation, Vocabulary, Index, Maps)

CONTENT: Grammar (Basic rules, Exercises, Review). Speech patterns, conversations, dialogues. Substitution drills. Idioms. Vocabulary usage, discrimination. Reading selections. Pronounciation guides (Diagrams, drills, intonation patterns in red). Audio program to accompany Beginning Course

COMMENTS: Material relevant to life situations, Adult and young adult.
Orientation: Social situations, school experience, job opportunities, domestic problems, getting along in community, hobbies, travel. Contemporary speech patterns used. Formal patterns of English stressed. Clear, simple instructions designed for independent work. Use of humor, imagination. Particularly useful for oral work. Conversations practical, with intonation patterns in red, expand into substitution practice. Emphasis on American customs, and a foreign student's impressions of American life.

ESL1.06 YOUR NEW COUNTRY, A Guide to Language and Life in the U.S.A. CATEGORY B

PUBLISHER American National Red Cross AUTHOR

FORMAT: Text Illustrated (Situations)
Units Based on Dialogues, Readings, Informational (non-fictional)
Appendix (English-Vietnamese, Vietnamese-English Dictionaries)

CONTENT: Idioms; Vocabulary usage, discrimination (Clustered around situation, i.e., "health"). Translations follow all phrases, statements of information, dialogue and special vocabulary relating to situation.

COMMENTS: Material relevant to life situations. Adult and young adult. Orientation: Social situations, school experience, job opportunities, domestic problems, getting along in community, information on government, sports, travel, health. Contemporary speech patterns used. Clear, simple instructions designed for independent work. Supplement to standard text; expandable for beginning dialogues; reference; small, easily carried.

ESL1.07 TEACHING DIALOGUES CATEGORY B

SERIES English as a New Language Program for Adults PART OF A SERIES OF

PUBLISHER Board of Educ. of the City of N.Y. AUTHOR Williston, Pantell

FORMAT: Text Recorder/Tapes Units Based on Dialogues

CONTENT: Speech patterns, conversation, dialogues; Substitution drills; Idioms; Pronounciation guides (intonation patterns).

COMMENTS: Material relevant to life situations, Adult and young adult. Orientation: Social situations, school experience, job opportunities, domestic problems, getting along in community. Contemporary speech patterns used. Clear, simple instructions designed for independent work. Very practical real life dialogues, substitution drills. Tapes were made through Bureau of A-V Instruction, City of New York. Useful as supplement for class conversation practice. Material not illustrated, or attractive, but drills very practical for foreign student in new environment.

ESL 1.08 ENGLISH AS A FOREIGN LANGUAGE CATEGORY B

PUBLISHER Cambridge University Press AUTHOR J. Barker

FORMAT: Text 186 pages Illustrated (Vocabulary identification, Situations)
Units Based on Grammar, Dialogues Appendix (Vocabulary)
Pictures With Related Questions

CONTENT: Grammar (Basic rules, Exercises, Review); Speech patterns, conversation, dialogues; Substitution drills; Vocabulary usage, discrimination; Composition (Creative); Original sentences with various structures and vocabulary.

COMMENTS: Material relevant to life situations, Adult and young adult. General orientation. Formal patterns of English stressed. Very simple introduction via pictures; small sequential steps. Given to very beginning student, grammatical explanations are not understandable. Assistance by teacher needed, through translation or illustration. Vocabulary very basic and limited. Supplement with appropriate word lists.

ESL 1.09 ENGLISH-VIETNAMESE PHRASEBOOK WITH USEFUL WORD LIST CATEGORY B

SERIES Vietnamese Refugee Educ. Series PART 1 OF A SERIES OF 6

PUBLISHER Center for Applied Linguistics(1971) AUTHOR Nguyen Hy Quang

FORMAT: Text 142 pages 2 Cassette Tapes/Recorder
Illustrated (Vocabulary identification, Situations, Diagrams)
Units Based on Vocabulary Usage (Clusters of words around situation/daily activity)
Appendix (1500 Vocabulary words)

CONTENT: Idioms; Vocabulary usage, discrimination. "A survival phrasebook and mini-dictionary designed to meet the immediate language needs of refugees upon resettlement." Useful as immediate reference book to be carried on person, not as step by step grammar. For Vietnamese. Small handbook.

COMMENTS: Material relevant to life situations, Adult and young adult. Orientation: Social situations, school experience, job opportunities; domestic problems, getting along in community, travel, time, health. Contemporary speech patterns used. Clear, simple instructions designed for independent work. Timely. Written in 1975 in conjunction with 5 Vietnamese refugee families in response to their immediate needs. Columns of English phrases opposed by column of Vietnamese translation. Important words underlined. Cassettes follow units. Phrases presented in short two-line dialogues. Easily used with tapes. User says line, listens to other line.

ESL1.10 WORD DRILLS (Mimeo) CATEGORY B

PUBLISHER DMACC (Media Lab) AUTHOR

FORMAT: Mimeograph Sheets Units Based on Individual Lessons, Page by Page

CONTENT: Substitution Drills. Word order drills of increasing difficulty, Transformation Drills, Putting parts of stories in correct order, Comprehension Exercises.

COMMENTS: Adult and young adult. General interest. Supplemental material for learning sentence structure. Teacher gives instructions. Exercises simple to follow once teacher explains procedure. Some drills include instructions.

ESL 1.11 VERB SUBJECT AGREEMENT: SIMPLE PRESENT TENSE Unit 1 CATEGORY B

SERIES Audio Lingual English PART 1 OF A SERIES OF 5

PUBLISHER Fearon AUTHOR Archibald, Mentzer

FORMAT: Worktext 44 pages Instruction Manual Pre-test (Contained)
Mastery Test (Contained) Records, Phonograph
Instructions Boxed or Separately Distinguished
Units Based On Individual Lessons, Page by Page

CONTENT: Substitution drills. Vocabulary usage, discrimination.

COMMENTS: Material relevant to life situations, Adult and young adult.
Orientation: General examples. Both on record and in worktext, somewhat complex for beginning student, some help needed. Heavy emphasis on substitution and transformation drills, to achieve automatic response. A supplemental text. Applicable to students who have had some English study, need conversation and oral practice.

ESL 1.12 SIMPLE PAST - PAST PARTICIPLE Unit 2 CATEGORY B

SERIES Audio Lingual English PART 2 OF A SERIES OF 5

PUBLISHER Fearon (1969 AUTHOR Archibald, Mentzer

FORMAT: Worktext Instruction Manual Pre-test (Contained) Mastery Test (Contained)
Records, Phonograph Instructions Boxed or Separately Distinguished
Units Based on Substitution Drills

CONTENT: Substitution drills. Vocabulary usage, discrimination.

COMMENTS: Material relevant to life situations, Adult and young adult.
Orientation: General vocabulary. Contemporary speech patterns used. Formal patterns of English stressed. Clear, simple instructions designed for independent work. Teacher needs to guide students some at beginning of new patterns.

ESL 1.13 NEGATIVES CATEGORY B

SERIES Audio Lingual English PART 3 OF A SERIES OF 5

PUBLISHER Fearon (1969) AUTHOR Archibald, Mentzer

FORMAT: Worktext 37 pages Instruction Manual Key (Contained) Pre-test (Contained)
Mastery Test (Contained) Records, Phonograph
Instructions Boxed or Separately Distinguished
Units Based on Individual Lessons, Page by Page

CONTENT: Substitution Drills

COMMENTS: Material relevant to life situations, Adult and young adult.
Orientation: General vocabulary (not clustered in vocabulary units).
Contemporary speech patterns used. Formal patterns of English stressed. Clear, simple instructions desined for independent work (some help needed).
Repetition of basic structures for automatic response. Flexible, expandable by teacher for additional examples. Sets up drill pattern, easily used for any oral practice.

ESL 1.14 IRREGULAR PLURAL NOUNS COMPARATIVES CATEGORY B

SERIES Audio Lingual English PART 4,5 OF A SERIES OF 5

PUBLISHER Fearon (1969) AUTHOR Archibald, Mentzer

FORMAT: Worktext 67 pages Instruction Manual Key (Contained) Pre-test (Contained)
Mastery Test (Contained) Records, Phonograph
Instructions Boxed or Separately Distinguished
Units Based on Individaual Lessons, Page by Page

CONTENT: Substitution Drills. Vocabulary usage, discrimination.

COMMENTS: Material relevant to life situations, Adult and young adult.
Orientation: General. Contemporary speech patterns used. Formal patterns of English stressed. Clear, simple instructions designed for independent use. Continues same drill patterns of series. Flexible as supplement at any level for any particular problem. Could either use as whole continuous program or for spot checks.

ESL 1.15 PHOTO-PHONICS I CATEGORY B

SERIES Photo-Phonics LA Program PART OF A SERIES OF

PUBLISHER Gifted Teachers Books Inc. (1969) AUTHOR Piersel

FORMAT: Worktext 111 pages Illustrated (Vocabulary Identification)
Units Based on Sounds

CONTENT: Vocabulary usage, discrimination. Emphasizes consonant sounds, short a, o, u; k sound; final sounds beginning blends; ch and tch. Writing exercises: copying sentences.

COMMENTS: Material relevant to sounds; sentences play around with words, so not practical to life situations, but helpful in sound discrimination. Applicable for foreign child 4 to 8 years of age. As supplement for older students. Good section on filling out forms (checks, application for employment, improvement loan applications, credit applications).

ESL 1.16 PHOTOCABULARY CATEGORY B

SERIES Photo-Phonics LA Program PART OF A SERIES OF

PUBLISHER Gifted Teachers Books Inc. (1969) AUTHOR W. G. Piersel

FORMAT: Worktext 190 pages Illustrated (Photos, Vocabulary Identification)
Instructions Boxed or Separately Distinguished
Units Based on Individual Lessons, Page by Page, and Photos, Vocabulary, Exercises
Appendix (Index) Basic Sight Vocabulary Spelling Test Forms

CONTENT: Vocabulary usage, discrimination. Reading selections. Each word presented in bold face: capitals, lower case, cursive. Reading selections short, contain conversations, stories interspersed with units of vocabulary, utilize words in units.

COMMENTS: Material relevant to life situation, Adult and young Adult. Orientation: Social situations, school experience, job opportunites, domestic problems, getting along in community, general vocabulary identification of common object. (300 photos). Contemporary speech patterns used. Clear, simple instructions designed for independent work. Use of humor, imagination. Useful as supplement with beginning students, practical emphasis, aid to quick build-up of sight vocabulary. Sentences presuppose some vocabulary. Student would need an additional text or teachers help. Photos are of good quality, realistic. Easy identification. No translations.

ESL 1.17 ENGLISH FOR THE VIETNAMESE (An Intensive Oral Intro. Approach) CATEGORY B

PUBLISHER Grant Woods Area Educ. Agency (1975) AUTHOR A. Diaz

FORMAT: Worktext 123 pages Instruction Manual (Contained)
Units Based on Dialogues Appendix (Vocabulary)

CONTENT: Speech patterns, conversation, dialogues; Substitution drills; Idioms; Vocabulary usage, discrimination.

COMMENTS: Material relevant to life situations, Young adult. Orientation: Social situations, school experience, job opportunities, domestic problems, getting along in community. Dialogues expandable, lead-ins for related conversations, new vocabulary. Contemporary speech patterns used. Use of humor, imagination. Limited to homogenous class of Vietnamese in this form because of translations. Series of dialogues geared especially for Vietnamese student in American Jr. and Sr. High School. Each pages divided in two columns with Vietnamese equivalent in right column. Vocabulary listed at end of each unit, substitution drills designed for each unit, collected in back of manual. Emphasis on oral repetition and sentence structure sub. drills. No grammatical explanations included.

ESL 1.18 WILL WE.....? THAI DAM RESOURCE BOOK CATEGORY B

PUBLISHER Heartland Educ. Agency AUTHOR Murphy, Saythongphet

FORMAT: Text Units Based on 2 Sections (Orientation and Lao-Eng. Translation Dictionary)

CONTENT: Speech patterns, conversation, dialogues; Vocabulary usage, discrimination.

COMMENTS: Material relevant to life situations, Adult and young adult. Orientation: Social situations, school experience, job opportunites, domestic problems, getting along in community, basic vocabulary. Basic vocabulary translated in Lao script. Alphabetized. Useful to new teacher of ESL who has not worked with Thai Dam because of interesting and insightful cultural notes. Basic classroom conversations translated.

ESL 1.19 ENGLISH AS A SECOND LANGUAGE, A New Approach for the 21st Cent. CATEGORY B
(Lessons 1-40)

PUBLISHER Modulearn, Inc. (1975) AUTHOR R. Rumin (Supv. of Project)

FORMAT: Text 40 Lessons ± 8 pages long each Instruction Manual
Key (Separate) Mastery Test (Contained)
Transparency Master Visuals Cultural Handbook Chinese Supplement
Illustrated (Vocabulary identification, Situations, Diagrams)
Instructions Boxed or Separately Distinguished (Sometimes)
Units Based on Dialogues

CONTENT: Grammar (Basic rules, Exercises, Review); Speech patterns, conversation, dialogues; Substitution drills; Idioms; Vocabulary usage, discrimination; Vocabulary footnotes/Marginal notes; Pronounciation guides (diagrams, drills, intonation patterns).

COMMENTS: Material relevant to life situations, Adult. Orientation: Getting along in community. Contemporary speech patterns used. Use of humor, imagination. This is an excellent program for instructors who like the oral-aural or audio-lingual approach. There are ample materials for every phase of learning to speak English. There are 40 lessons of approximately 8 pages each, but in addition to that there are: A lesson guide for teacher; A student leaflet; An evaluation lesson guide; A student evaluation guide; A chinese supplement; Hold-up pictures; Transparency masters.

ESL 1.20 THE NEW STREAMLINED ENGLISH SERIES, Revised CATEGORY B

SERIES The New Streamlined English Series PART 1 OF A SERIES OF 5

PUBLISHER New Readers Press (1973) AUTHOR Laubach, Kirk, Laubach

FORMAT: Worktext 72 pages Instruction Manual Key (Contained)
Mastery Test (Separate) Correlated Readers Achievement Tests
Wall Charts Diplomas Illustrated (Vocabulary Identification, Situations)
Instructions Boxed or Separately Distinguished
Units Bsed on Readings

CONTENT: Speech patterns, conversations, dialogues; Vocabulary usage, discrimination; Reading selections; Pronounciation guides (diagrams); Composition (writing of small and capital letters and numerals is taught).

COMMENTS: Adult. The book deals mostly with the "Sounds and Names of Letters". "A key feature of the Laubach method is a memory-aid device that uses pictures with superimposed letters to associate sound with sight."
Orientation: Adult interest and goals. Formal patterns of English stressed. Not designed for independent work, but could be used for that. Use of imagination. Controlled vocabulary - 131 words.

ESL 1.21 THE NEW STREAMLINED ENGLISH SERIES CATEGORY B

SERIES The New Streamlined English Series PART 2 OF A SERIES OF 5

PUBLISHER New Readers Press (1969) AUTHOR Laubach, Kirk, Laubach

FORMAT: Worktext 80 pages Instruction Manual Key (Contained)
Mastery Test (Contained) Wall Charts Correlated Readers Achievement Tests
Diplomas Illustrated (Vocabulary Identification, Situations)
Instructions Boxed or Separately Distinguished
Units Based on Readings (Emphasizes short vowel sounds)

CONTENT: Vocabulary usage, discrimination; Reading selections; Pronounciation guides (diagrams - this book consists of exercises emphasizing the short vowel sounds); Composition: (punctuation); Students learn to write sentences.

COMMENTS: Material relevant to life situations, Adult. Although the vocabulary is limited, the book aims to appeal to adult interest and goals. Formal patterns of English stressed. Could be used independently. Use of Imagination. This is "a reading and writing course - 0 - 5th grade - for adult students".

ESL 1.22 THE NEW STREAMLINED ENGLISH SERIES CATEGORY B

SERIES The New Streamlined English Series PART 3 OF A SERIES OF 5

PUBLISHER New Readers Press (1969) AUTHOR Laubach, Kirk, Laubach

FORMAT: Worktext 128 pages Instruction Manual Key (Contained)
Mastery Test (Separate) Wall Charts Achievement Tests Correlated Readers
Diplomas Illustrated (Vocabulary Identification, Situations)
Instructions Boxed or Separately Distinguished Units Based on Readings

CONTENT: Vocabulary usage, discrimination; Reading selections; Pronounciation guides (diagrams - this book is devoted to studying long vowel sounds); Writing exercises from dictation.

COMMENTS: Material relevant to life situations, Adult. This book deals with more varied life situations. Orientation: Social situations, school experience, domestic problems. Formal patterns of English stressed. Could be adapted for independent work. Use of humor, imagination. The reading selections are of course more complicated, and there are more exercises after each selection. This series is a "reading and writing course (0-5th grade) for adult students".

ESL 1.23 THE NEW STREAMLINED ENGLISH SERIES CATEGORY B

SERIES The New Streamlined English Series PART 4 OF A SERIES OF 5

PUBLISHER New Readers Press (1968) AUTHOR Laubach, Kirk, Laubach

FORMAT: Worktext 128 pages Instruction Manual Key (Contained)
Mastery Test (Separate) Wall Charts Achievement Tests Correlated Readers
Diplomas Illustrated (Vocabulary Identification, Situations)
Instructions Boxed or Separately Distinguished Units Based on Readings

CONTENT: Grammar (Basic Rules, Exercises); Vocabulary usage, discrimination; Reading selections; Composition (Punctuation); This skill book emphasizes the other vowel sounds which are not discussed in the first three books.

COMMENTS: Adult. Orientation: Getting along in community. This book is entitled "People and Places" and seems to give more insight into American life. Formal patterns of English stressed. Could be adapted for independent work. Use of humor, imagination. This skill book contains practice in cursive writing. It contains a review of short and long vowel sounds. There is a discussion of sentences and paragraphs, capital letters, contractions and nouns, pronouns and verbs.

ESL 1.24 PEOPLE & PLACES CATEGORY B

SERIES The New Streamlined English Series PART 4 OF A SERIES OF 5

PUBLISHER New Readers Press (1968) AUTHOR Laubach, Kirk

FORMAT: Correlated Reader 40 pages Illustrated (Situations)
Units Based on Readings

CONTENT: Reading selections; Vocabulary footnotes/Marginal notes

COMMENTS: Material relevant to life situations, Adult. Formal patterns of English stressed. This correlated reader is designed to introduce some new vocabulary and practice in reading at the level of the corresponding skill book.

ESL 1.25 THE NEW STREAMLINED ENGLISH SERIES CATEGORY B

SERIES The New Streamlined English Series PART 5 OF A SERIES OF 5

PUBLISHER New Readers Press (1969) AUTHOR Laubach, Kirk, Laubach

FORMAT: Worktext 128 pages Instruction Manual Key (Contained)
Mastery Test (Separate) Correlated Readers
Illustrated (Vocabulary Identification, Situations)
Instructions Boxed or Separately Distinguished Units Based on Readings

CONTENT: Grammar (Basic rules, Exercises); Vocabulary usage, discrimination; Reading selections; Pronounciation guides (diagrams, drills - the skill book is called "Special Consonant Sounds); Composition (practical letters, punctuation). The story check-up section encourages creative sentence writing.

COMMENTS: Material relevant to life situations, Adult. Readings treat a variety of topics, many of which deal with American life. Formal patterns of English stressed. Could be adapted for independent work. Use of humor, imagination. This skill book explains such things as adjectives and adverbs, present and past tense of verbs, prefixes and suffixes, irregular verbs, and a review of sentences, punctuation and parts of speech.

ESL1.26 ENGLISH THROUGH PICTURES, Book 1 and A FIRST WORKBOOK OF ENGLISH CATEGORY B

SERIES Language Through Pictures PART 1 OF A SERIES OF 3

PUBLISHER Pocket Books AUTHOR I.A. Richards & C. Gibson

FORMAT: Text 133 pages Tapes, Workbooks, Films, Filmstrips Available Illustrated (Vocabulary Identification, Situations, Diagrams, Stick Figures, Simple Drawings) Units Based on Individual Skills, Page by Page, Picture by Picture Appendix (Index, Answers to Exercises)

CONTENT: Vocabulary usage, discrimination (250 words); Introductions in 41 languages.

COMMENTS: Adult. Orientation: Social situations, simple experiences, objects. Some help needed to get beginner into conversation. Less appealing and attractive than other similar texts. Some words (sentences) not clearly understandable by pictures. Sketchy, not clear enough for complete beginner. Organization by teacher needed to build systematic grammar and structure.

Parallel tapes, films, etc. available. Information: Educational Services
1730 1 Street NW
Washington D.C. 20006

ESL1.27 PRONOUNCIATION CONTRASTS IN ENGLISH CATEGORY B

PUBLISHER Regents (1973) AUTHOR Nilson & Nilson

FORMAT: Text 88 pages Preface Units Based on Sounds
Language Index Glossary Multiple Contrasts

CONTENT: Pronounciation guides (diagrams, drills)

COMMENTS: Words chosen for sounds not relevance. Work with teacher. Instructions Clear. Organized into three sections: 1) vowel contrasts 2) consonant contrasts and 3) multiple contrasts. Language Index points to pages of sounds of potential difficulty for specific languages. Facial diagrams, minimal pairs, position of mouth and tension, sentences with contextual clues and minimal sentences, make up each lesson. Each page considers two contrasting sounds, and diagrams compare different sound production. Selective use, for reference, comprehensive. Supplements any general text.

ESL1.28 EL INGLÉS EN ACCIÓN (English Counterpart Available) CATEGORY B

PUBLISHER Regents AUTHOR Dixson

FORMAT: Text 180 pages Illustrated (Vocabulary Identification)
Instructions Boxed or Separately Distinguished
Units Based on Grammar, Readings, and Vocabulary
Appendix (Verb Conjugation, Vocabulary, Index, Alphabet)

CONTENT: Grammar (Basic rules, exercises, review); Speech patterns, conversation; Substitution drills; Vocabulary usage, discrimination; Reading selections; Pictures of vocabulary inserted into readings

COMMENTS: Material relevant to life situations, Adult and young adult. Orientation: Social situations, school experience, domestic problems, getting along in community, Basic vocabulary. Contemporary speech patterns used. Formal patterns of English stressed. Clear simple instructions designed for independent work (also for class use). Instructions are in Spanish; directed toward Spanish-speaking student. Teacher should be bilingual or know some Spanish. Appropriate for very beginning student, pictures and instructions assist transition, but is not heavily translated, just enough to get idea of drill.

ESL 1.29 ENGLISH IN ACTION (Spanish Counterpart Available) CATEGORY B

PUBLISHER Regents (1960) AUTHOR Dixson

FORMAT: Text 180 pages Illustrated (Vocabulary Identification, Situations)
Instructions Boxed or Separately Distinguished
Units Based on Grammar, Dialogues, Readings
Appendix (Verb conjugation, vocabulary, index, alphabet)

CONTENT: Grammar (Basic rules, exercises, review); Speech patterns, conversations, dialogues; Vocabulary usage, discrimination; Reading selections; Vocabulary (Pictures inserted within reading).

COMMENTS: Adult, young Adult. General vocabulary. Formal patterns of English stressed. Clear, simple instructions designed for independent use. Same textbook available with Spanish instructions. Based on direct method in which everything done in English and very little in native tongue except instructions to very beginning student. Pictures combine with readings and new vocabulary.

ESL 1.30 ENGLISH - STEP BY STEP WITH PICTURES CATEGORY B

PUBLISHER Regents (1971) AUTHOR Boggs & Dixson

FORMAT: Text 225 pages Illustrated (Vocabulary Identification, Situations)
A Set of Full-Color Posters is Available
Units Based on Individual Lessons, Page by Page
Appendix (Verb conjugation)

CONTENT: Grammar (Basic rules, Exercises); Speech patterns, conversation, dialogues; Substitution drills; Idioms; Vocabulary usage, discrimination; Vocabulary footnotes/marginal notes.

COMMENTS: Material relevant to life situations, young adult. Orientation: school experience. Although most of the lessons in some way relate to the school experience, there are also some lessons on farm animals and plants, etc. Formal patterns of English stressed. Clear, simple instructions designed for independent work. Use of humor, imagination. There is considerable imagination used in the illustrations. There is a review of all new words at the end of each lesson.

ESL 1.31 LADO ENGLISH CATEGORY B

SERIES Lado English Series PART 1 OF A SERIES OF 6

PUBLISHER Regents Publ. Co. (1970) AUTHOR Robert Lado

FORMAT: Text 214 pages Illustrated (Vocabulary Identification, Situations, Diagrams)
One Word Darkly Printed Indicates the Instructions
Units Based on Dialogues Appendix (Index)

CONTENT: Grammar (Basic rules, exercises); Speech patterns, conversation, dialogues; Substitution drills; Idioms; Pronounciation guides (diagrams, drills, intonation patterns)

COMMENTS: Material relevant to life situations, Adult and young adult. Orientation: getting along in community. Contemporary speech patterns used; formal patterns of English stressed (many of the exercises are colloquial in content and conversational in form). Use of humor, imagination. There are game-type exercises. The reading sections of this first book simply re-groups and recombines the material in order to reinforce audio-lingual skills.

ESL 1.32 LADO ENGLISH SERIES CATEGORY B

SERIES Lado English Series PART 2 OF A SERIES OF 6

PUBLISHER Regents Publ. Co. (1970) AUTHOR Robert Lado

FORMAT: Text 246 pages Illustrated (Vocabulary Identification, Situations, Diagrams)
One Word Darkly Printed Indicates the Instructions
Appendix (Vocabulary index, index)

CONTENT: Grammar (Basic rules, exercises); speech patterns, conversation, dialogues; Substitution drills; Idioms; Vocabulary usage, discrimination; Pronounciation guides (diagrams, intonation patterns)

COMMENTS: Material relevant to life situations, Adult and young adult. Orientation: Getting along in community. Contemporary speech patterns used. Formal patterns of English stressed. Humor in the illustrations, imagination seen in a "think" section which is a device for creative practice. Game-type exercises. This book in the series begins to introduce new words in context.

ESL 1.33 SPANISH-ENGLISH, ENGLISH-SPANISH MEDICAL GUIDE CATEGORY B

PUBLISHER Regents AUTHOR H. Hirschhorn

FORMAT: Text 120 pages Units Based on Vocabulary Appendix (Abbreviations, Measures)

CONTENT: Vocabulary usage, discrimination. Phrasebook (to be carried around) with translations. Seven sections: Commands, questions; diseases and symptoms, physiology, clinic treatment, microbiology, lab work, time, calendar measures.

COMMENTS: Material relevant to life situations, Adult and young adult. Orientation: Health. Contemporary speech patterns used. Formal patterns of English stressed. Clear, simple instructions designed for independent work. Practical use for doctors and Spanish-speaking people in dealing with health problems, quick reference.

ESL 1.34 RESUMEN PRÁCTICO DE LA GRAMÁTICA INGLESA CATEGORY B

PUBLISHER Regents (1967) AUTHOR Dixson & Anbujar

FORMAT: Text 96 pages Direct Translations Into Spanish
Units Based on Grammar Appendix (Verb conjugation, index)

CONTENT: Grammar (Basic rules); Idioms; Vocabulary usage, discrimination; Vocabulary footnotes/marginal notes

COMMENTS: Formal patterns of English stressed. This book is solely a compendium of the essential of English grammar. All the instructions are in Spanish and the instructor would have to be fluent in Spanish to use the text.

ESL 1.35 GRADED EXERCISES IN ENGLISH CATEGORY B

PUBLISHER Regents (1971) AUTHOR Robert Dixson

FORMAT: Worktext 182 pages Instructions Boxed or Separately Distinguished
Units Based on Individual Lessons, Page by Page
Appendix (Verb Conjugation)

CONTENT: Grammar (Basic rules, intermediate rules, advanced rules, exercises, review); Vocabulary usage, discrimination.

COMMENTS: Material relevant to life situations, Adult and young adult.
Orientation: Social situations, school experience, job opportunities, domestic problems, getting along in community. Comtemporary speech patterns used. Formal patterns of English stressed. Clear, simple instructions designed for independent work. Useful supplement; each grammatical rule alloted a page with exercises. Variety of situations and vocabulary.

ESL 1.36 ESSENTIAL IDIOMS IN ENGLISH, Revised Edition CATEGORY B

SERIES Dixson English Series (1971) PART OF A SERIES OF

PUBLISHER Regents AUTHOR Robert Dixson

FORMAT: Text 215 pages Illustrated (Situations) Units Based on Idioms/Exercises
Appendix (Spanish, German, French translations)

CONTENT: Idioms; Vocabulary usage, discrimination; Composition (Creative).
42 lessons/12 idioms each. Several sentences illustrate idioms; idioms defined clearly. Exercises with fill-ins; creative practical use of idioms.

COMMENTS: Material relevant to life situations, Adult and young adult.
Orientation: General (not clustered in single situation). Single text applicable to all levels (usable in class with large ability range). Indexing makes possible the clustering by teacher of specific idioms for use in creative dialogue or situation devised especially for the class.

ESL 1.37 WELCOME TO ENGLISH CATEGORY B

SERIES Welcome to English PART 1 OF A SERIES OF 5

PUBLISHER Regents AUTHOR Lismore

FORMAT: Worktext Preface Illustrated (Vocabulary identification, Situations)
Units Based on Grammar, Dialogues, Readings
Appendix (Verb Conjugation, Vocabulary, Alphabet, Frequent Expressions, Numbers, Nursery Rhymes)

CONTENT: Speech patterns, conversation, dialogues; Substitution drills.

COMMENTS: Material relevant to life situations, Child 4-8. Orientation: School Experience, domestic problems. Use of humor, imagination. Pictures more appropriate for young child 4-8. Use of color, clear drawings and opposing columns and boxes to indicate conversations, attractive. Begins with simple sentences and commands relevant to school. Emphasizes question-answer dyads.

ESL 1.38 WELCOME TO ENGLISH CATEGORY B

SERIES Welcome to English PART 2 OF A SERIES OF 5

PUBLISHER Regents AUTHOR Lismore

FORMAT: Worktext 78 pages Preface Illustrated (Vocabulary identification, Situations) Instructions Boxed or Separately Distinguished
Units Based on Grammar, Dialogues, Readings
Appendix (Grammatical rules overview, verb conjugation, vocabulary, index, frequent expressions)

CONTENT: Grammar (Basic rules); Speech patterns, conversation, dialogues; Substitution drills; Vocabulary usage, discrimination; Reading selections.

COMMENTS: Material relevant to life situations, Child. Orientation: School Experience, domestic problems, general information, time, weather. Contemporary speech patterns used. Clear, simple instructions designed for independent work. Use of humor, imagination.

ESL 1.39 WELCOME TO ENGLISH CATEGORY B

SERIES Welcome to English PART 3 OF A SERIES OF 5

PUBLISHER Regents (1973) AUTHOR Lismore

FORMAT: Text 127 pages Illustrations Units Based on Grammar, Dialogues, Readings Appendix (Grammatical rules overview, vocabulary, materials for recitation, frequent expressions)

CONTENT: Grammar (Intermediate rules, exercises, review); Vocabulary usage, discrimination; Reading selections; Vocabulary footnotes/ marginal notes; Pronounciation Guides (drills); Composition (short essays)

COMMENTS: General information/historical stories; anecdotes. Contemporary speech patterns used. Clear, simple instructions designed for independent work. Use of humor, imagination. Take offs for discussion, chance for student to add material about his country. Grammatical analysis in boxes in appendix - clear summary. Easy reference. While material is story oriented, rather than practical, it is interesting and clear in presentation of grammar.

ESL 1.40 PRACTICAL CONVERSATIONS IN ENGLISH FOR BEGINNING STUDENTS CATEGORY B

SERIES Practical Conversations In English PART 1 OF A SERIES OF 3

PUBLISHER Regents (1972) AUTHOR E. Hall

FORMAT: Text 182 pages Illustrated (Situations)
Instructions Boxed or Separately Distinguished
Units Based on Grammar Appendix (Irregular Verbs)

CONTENT: Grammar (Basic rules, exercises, review); Speech patterns, conversations, dialogues; Substitution drills; Idioms; Vocabulary usage, discrimination; Special vocabulary notes; Pronounciation guides (Symbols, drills); Composition (practical letters, written exercises)

COMMENTS: Adult and young adult. Orientation: social situations, job opportunities, home problems, getting along in community, leisure time activity, weather, repairmen. Dialogues, sentences simple, but special grammatical and conversational notes over beginners head. Teachers help needed. Dialogues center around office work, mainly: "First day on the job", big offices and small offices, the supply closet, a telephone call, the busy office, etc. Also, weekends, vacations, weekend traffic, new apartments, old cars, etc. Use of Humor and imagination. Many relevant topics for conversation. Multi-approach to manipulation of language orally. Also written exercises reinforce structures.

ESL 1.41 LEARNING TO USE ENGLISH, Book 1 CATEGORY B

PUBLISHER Regents (1966) AUTHOR M. Finocchiaro, Ph.D.

FORMAT: Text 236 pages Illustrated (Vocabulary identification, Situations, Diagrams)
Units Based on Dialogues Appendix (Grammatical rules overview, Verb conjugation, Vocabulary, Index of words and expressions)

CONTENT: Grammar (Basic rules, exercises); Speech patterns, conversation, dialogues; Substitution drills; Idioms; Pronounciation guides (drills).

COMMENTS: Material relevant to life situations, Young adult. Orientation: American customs. Suggested games activities included in the chapters. Contemporary speech patterns used. This text provides a lot of good practice and a good variety of drills.

ESL 1.42 BEGINNING LESSONS IN ENGLISH, New Revised Edition CATEGORY B

SERIES Dixson English Series PART OF A SERIES OF

PUBLISHER Regents (1971) AUTHOR I. Fisher & R. Dixson

FORMAT: Text 197 pages Illustrated (Vocabulary identification, Situations)
Units Based on Grammar Appendix (Verb conjugation, Alphabet)

CONTENT: Grammar (Basic rules, Exercises, Review); Speech patterns, conversation, dialogues; Substitution drills; Idioms; Vocabulary usage, discrimination; Reading selections; Pronounciation guides (Symbols, phonetic alphabet, drills)

COMMENTS: Material relevant to life situations, Adult and young adult. Orientation: Social situations, school experience. Contemporary speech patterns used. Clear, simple instructions designed for independent work. Introductory lessons utilize pictures. Adaptable to oral skills, conversation practice.

ESL 1.43 ENGLISH AROUND THE WORLD DISPLAY CARDS CATEGORY B

PUBLISHER Scott, Foresman AUTHOR

FORMAT: Display Cards 109 pages Posters A-V Materials Instruction Manual
Illustrated (Vocabulary Identification, 224 Illustrations)
Appendix (Vocabulary, Index)

CONTENT: Vocabulary usage, discrimination.

COMMENTS: Material relevant to life situations, Adult and young adult. General vocabulary (i.d. of common objects). Large, colored illustrations, realistic, attractive, simple to identify.

ESL 1.44 LADO ENGLISH SERIES CATEGORY B

SERIES Lado English Series PART 1 OF A SERIES OF 6

PUBLISHER Simon & Schuster AUTHOR R. Lado

FORMAT: Text 212 pages Illustrated (Vocabulary identification, Situations, Diagrams)
Instructions Boxed or Separately Distinguished
Units Based on Grammar, Dialogues, Readings
Appendix (Vocabulary, Index)

CONTENT: Grammar (Basic rules, exercises, review); Speech patterns, conversation, dialogues; Substitution drills; Idioms; Vocabulary usage, discrimination; Reading selection; Pronounciation guides (diagrams, drills, intonation patterns); Composition (Creative).

COMMENTS: Material relevant to life situations, Adult and young adult. Orientation: Social situations, school experience, domestic problems, getting along in community. Directed to any foreign student, applicable to Indo-Chinese refugee (conversational emphasis more on student life than job-seeking problems). Contemporary speech patterns used. Formal patterns of English stressed. Clear, simple instructions designed for independent work. Strong emphasis on oral-conversation work in class-group arrangement. Use of humor, imagination. Open-ended conversational questions to pick up on newcomers interests. Not as suitable for long-time resident. Identification mainly with new student status.

ESL 1.45 LADO ENGLISH SERIES CATEGORY B

SERIES Lado English Series PART 2 OF A SERIES OF 6

PUBLISHER Simon & Schuster AUTHOR R. Lado

FORMAT: Text 244 pages Illustrated (Vocabulary identification, Situations, Diagrams)
Instructions Boxed or Separately Distinguished (Sometimes, Brief headings clear)
Units Based on Dialogues Appendix (Vocabulary, Index)

CONTENT: Grammar (Basic rules, Intermediate rules, Exercises, Review); Speech patterns, conversation, dialogues; Substitution drills; Idioms; Vocabulary usage, discrimination; Reading selections; Pronounciation guides (Symbols, Diagrams, Drills, Intonation patterns); Composition (Creative); Original answers to questions encouraged.

COMMENTS: Material relevant to life situations, Adult and young adult. Orientation: Social situations, school experience, job opportunities, domestic problems, getting along in community. Contemporary speech patterns used. Formal patterns of English stressed. Use of humor, imagination. Designed for class work mainly, but clear instructions for both oral-written. Multi-approach integrated in clear sequential steps. Illustrations, diagrams stimulate conversational spin-offs, aided by substitution drills. Bold face, underlining used for emphasis. Applicable to topics of interest of foreign students.

ESL 2.01 CAREER EDUCATION-HOME AND HEALTH CATEGORY I

SERIES Vocational Technical PART OF A SERIES OF

PUBLISHER Allied Education Council (1975) AUTHOR Fults, Reynolds

See Comments Under Category B

ESL 2.02 CAREER EDUCATION-AUTOMOTIVE CATEGORY I

SERIES Vocational Technical PART OF A SERIES OF

PUBLISHER Allied Educational Council (1975) AUTHOR Bond, Lash, Reynolds

See Comments Under Category B

ESL 2.03 TEACHING DIALOGUES CATEGORY I

SERIES English as a New Language Program for Adults PART OF A SERIES OF

PUBLISHER Board of Educ. of the City of N.Y. AUTHOR Williston, Pantell

See Comments Under Category B

ESL 2.04 CONSONANTS & VOWELS CATEGORY I

SERIES Drills & Exercises in English Pronounciation PART 1 OF A SERIES OF 3

PUBLISHER Collier-MacMillan International (1966) AUTHOR Eng. Lang. Services

FORMAT: Text 125 pages Tapes/Recorder Instruction Manual
Facial Diagram Units Based on Pronounciation Groups

CONTENT: Vocabulary usage, discrimination by sound; Pronounciation guides (diagrams, phonetic symbols). Special exercises and helps: Verb changes, hononyms, spelling differences, pronounciation notes.

COMMENTS: Adult and young adult. General vocabulary adapted to pronounciation drill. Much advanced vocabulary used, but emphasis on sounds. Clear simple instructions designed for independent work, for use in lab. Contrasts, paired words/sentences, practical, short drills. Visual-auditory learning. Section of extra drills - flexible to student/teacher.

ESL 2.05 REVIEW EXERCISES FOR ENGLISH AS A FOREIGN LANGUAGE CATEGORY I

PUBLISHER Thomas Y. Crowell Company (1963) AUTHOR V. & R. Allen

FORMAT: Worktext 149 pages Units Based on Grammar

CONTENT: Grammar (Intermediate rules, Exercises, Review); Speech patterns; Substitution drills; Idioms.

COMMENTS: Formal patterns of English stressed. Part I of the book - exercises in English structure. Part II of the book - exercises in English vocabulary. "Any of the exercises in Part I may be done orally in class or be written at home." There is a key to all the exercises in the back of the book.

ESL 2.06 WORD DRILLS (Mimeo) CATEGORY I

PUBLISHER DMACC (Media Lab) AUTHOR

See Comments Under Category B

ESL 2.07 NEGATIVES CATEGORY I

SERIES Audio Lingual English PART 3 OF A SERIES OF 5

PUBLISHER Fearon (1969) AUTHOR Archibald, Mentzer

See Comments Under Category B

ESL 2.08 IRREGULAR PLURAL NOUNS COMPARATIVES CATEGORY I

SERIES Audio Lingual English PART 4,5 OF A SERIES OF 5

PUBLISHER Fearon (1969) AUTHOR Archibald, Mentzer

See Comments Under Category B

ESL 2.09 PHOTO-PHONICS CATEGORY I

SERIES Photo-Phonics L.A. Program PART 2 OF A SERIES OF 2

PUBLISHER Gifted Teachers Book Inc. (1969) AUTHOR Piersel

FORMAT: Text 159 pages Illustrated (Vocabulary Identification, Realistic Clear Photos) Units Based on Sounds

CONTENT: Grammar (Intermediate rules, Exercises); Speech patterns, conversation, dialogues; Substitution drills; Idioms; Vocabulary usage, discrimination; Reading selections; Vocabulary footnotes/Marginal notes; Pronounciation guides (drills).

COMMENTS: Some material relevant to life situations, Adult and young adult. Historical information about the U.S. Contemporary readings - comments on current U.S. life. Contemporary speech patterns used. Clear simple instructions designed for independent work. Use of humor, imagination. Useful with class having many pronounciation problems. Provides much practice with individual sounds. Vocabulary is not clustered around practical situations, but focuses on sentences using sounds studied. Sentences thus are often whimsical and amusing, causing both interest and interpretation problems. Each sound unit includes long vocabulary list of words using sound.

ESL 2.10 ENGLISH FOR THE VIETNAMESE (An Intensive Oral Intro. Approach) CATEGORY I

PUBLISHER Grant Woods Area Educ. Agency (1975) AUTHOR A. Diaz

See Comments Under Category B

ESL 2.11 MASTERING AMERICAN ENGLISH CATEGORY I

SERIES Saxon Series PART OF A SERIES OF

PUBLISHER McGraw-Hill Book Company (1956) AUTHOR Grant, Taylor

FORMAT: Worktext 226 pages Illustrated (Situations) 3 Maps
Instructions Always Located at Top of Each Exercise Section
Units Based on Readings Appendix (Verb Conjugation)

To an extent the organization is also a page by page approach.

CONTENT: Grammar (Intermediate rules, Exercises, Review); Speech patterns, conversation, dialogues; Vocabulary usage, discrimination; Reading selections; Pronounciation guides (diagrams).

COMMENTS: Material relevant to life situations, Adult and young adult. Orientation: Getting along in community. All of the situations (Social, school, job, domestic, community) can be found to some degree. Formal patterns of English stressed. Clear simple instructions designed for independent work. There is an attempt at humor in the few illustrations. The book has few grammatical explanations, but thorough practice of sentence patterns. Many of the exercises are suitable for either oral or written practice.

ESL 2.12 ENGLISH AS A SECOND LANGUAGE - A New Approach for the 21st Cen. CATEGORY I

PUBLISHER Modulearn, Inc. (1975) AUTHOR R. Rumin (Supv. of the Project)

FORMAT: Text 30 Lessons of 5 pages each Instruction Manual
Key (Separate) Mastery Test (Contained)
Illustrated (Vocabulary Identification, Situations, Diagrams)
Units Based on Dialogues and Readings
Cultural Handbook and Chinese Supplement Transparency Masters Visuals

CONTENT: Grammar (Intermediate Rules, Exercises, Review); Speech patterns, conversation, dialogues; Substitution drills; Idioms; Vocabulary usage, discrimination; Reading selections; Pronounciation guides (diagrams, drills)

COMMENTS: Material relevant to life situations, Adult. Getting along in community orientation. Contemporary speech patterns used. Use of humor, imagination. The intermediate level also focuses on reading and listening comprehension.

ESL 2.13 NEWS FOR YOU, Edition A/B (Newspaper-Weekly) CATEGORY I

PUBLISHER New Reader's Press AUTHOR

FORMAT: Newspaper 4 pages Instruction Manual Mastery Test (Contained)
Illustrated (Situations, Photos) Units Based on Readings
Appendix (Suggested games, activities)

CONTENT: Reading selections; Word puzzle, word games.

COMMENTS: Material relevant to life situations, Adult and young adult. Current events, foreign, national, local news, special interest features. Contemporary speech patterns used. Clear simple instructions designed for independent work, use of humor and imagination.

ESL 2.14 HOW WE LIVE CATEGORY I

PUBLISHER Noble and Noble (1966) AUTHOR A. W. Cass

FORMAT: Worktext 152 pages Illustrated (Vocabulary Identification, Situations)
Units Based on Readings

CONTENT: Grammar (Basic rules, Exercises, Review); Vocabulary usage, discrimination; Reading selections.

COMMENTS. Material relevant to life situations, Adult. Getting along in community orientation. Formal pattern of English stressed. Clear, simple instructions designed for independent work.

ESL 2.15 ENGLISH THROUGH PICTURES BOOK II AND A SECOND WORKBOOK OF ENGLISH CATEGORY I

SERIES Language Through Pictures PART 2 OF A SERIES OF 3

PUBLISHER Pocket Book AUTHOR

FORMAT: Text 160 pages Illustrated (Vocabulary Identification, Situations, Diagrams, Stick Figures, Simple Drawings)
Units Based on Individual Lessons, Page by Page
Appendix (Index, Answers to Exercises)

CONTENT: Vocabulary usage, discrimination; Reading selection. Each page contains boxes, containing picture and descriptive material.

COMMENTS: Material only generally relevant to life situations. General introduction to common objects. No cluster of words, phrases for relevant situations. Scientific, analytical orientation. Diagramatic. Pictures somewhat sketchy, ambiguous. Less attractive, appealing than other pictoral texts. Teacher interpretation and help useful. Pictures described in some detail, could be used as simple method to elicite full response to any new object.

ESL 2.16 LADO ENGLISH SERIES CATEGORY I

SERIES Lado English Series PART 4 OF A SERIES OF 6

PUBLISHER Regents (1972) AUTHOR Robert Lado

FORMAT: Text 213 pages Illustrated (Situations)
One Word Darkly Printed Indicates Instructions
Units Based on Dialogues, Readings Appendix (Vocabulary index, Index)

CONTENT: Grammar (Intermediate rules, Exercises); Idioms; Vocabulary usage, discrimination; Reading selections; Vocabulary footnotes/Marginal notes; Pronounciation guides (drills); Composition (Punctuation).

COMMENTS: Adult. Informative reading selections on topics such as Apollo II, Continental drift, and the mysteries of migration. Formal patterns of English stressed. Use of humor, imagination. Book 4 of the series shows "a major shift of emphasis" from mastery in vocabulary and pronunciation to information conveyed. This book provides tests after each reading selection.

ESL 2.17 PRACTICAL CONVERSATION IN ENGLISH CATEGORY I

PUBLISHER Regents (1965) AUTHOR Eugene Hall

FORMAT: Text 161 pages Illustrated (Situations)
Instructions Boxed or Separately Distinguished
Units Based on Grammar, Dialogues Appendix (Verb conjugation)

CONTENT: Grammar ([redacted] rules, Intermediate rules, Exercises, Review); Speech patterns, conversation, dialogues; Substitution drills; Idioms; Vocabulary usage, discrimination; Pronounciation guides (drills, intonation patterns).

COMMENTS: Material relevant to life situations, Adult and young adult. Orientation: Social situations, school experience, job opportunities, domestic problems, getting along in community. Contemporary speech patterns used. Use of Humor, imagination. The vocabulary is more advance, and indicates the purpose of the book is to allow the advanced student to practice conversation.

ESL 2.18 REGENTS ENGLISH WORKBOOK CATEGORY I

SERIES English as a Foreign Language PART 2 OF A SERIES OF 3

PUBLISHER Regents (1956) AUTHOR Robert Dixson

FORMAT: Worktext 137 pages Instructions Boxed or Separately Distinguished
Units Based on Individual Lessons, Page by Page
Appendix (Verb Conjugation)

CONTENT: Grammar (Basic rules, Intermediate Rules, Advanced Rules, Exercises, Review)

COMMENTS: Material relevant to life situations, Adult and young adult. Orientation: Social situations, school experience, getting along in community. No unified situations with related vocabulary presented. Variety of practical sentences to illustrate grammatical usage. Contemporary speech patterns used. Formal patterns of English stressed. Clear, simple instructions designed for independent work. Format simple, clear, for grammatical presentation. One point or concept per page makes reference and review easy. Independent work possible with many repetitive examples per concept.

ESL 2.19 THE SIGNS OF LIFE CATEGORY I

SERIES Adult Improvement Texts PART 2 OF A SERIES OF 2

PUBLISHER Regents (Simon & Schuster) (1967) AUTHOR Ed. Hall

FORMAT: Text 128 pages Illustrated (Vocabulary Identification, Signs)
Instructions Boxed or Separately Distinguished
Units Based on Grammar, Dialogues, Readings

CONTENT: Grammar (Intermediate rules, Exercises); Speech patterns, conversation, dialogues; Substitution drills; Idioms; Vocabulary usage, discrimination; Reading selections; Vocabulary footnotes/Marginal notes; Composition (short essays). Each section has "Topics for Discussion".

COMMENTS: Material relevant to life situations, Adult and young adult. Orientation: Social situations, school experience, job opportunities, domestic problems, getting along in community, signs. Contemporary speech patterns used. Clear, simple instructions designed for independent use. Use of humor, imagination. Prepared through the Institute of Modern Languages, Washington D.C.. It is a reading improvement text, for adults, aimed at a literacy program. The first book in the series is Sound and Syllables. However, the information overlaps with needs of ESL adult programs. Practical data included: traffic signs, store signs, safety signs, abbreviations, etc. Things commonly needed for daily life. Idiomatic readings incorporate vocabulary which occur in bold face and in margins. One of the most practical texts offered in field. Comprehension questions at end of each section. Format presumes a speaker as guide to newcomer, so dialogues are really monologues, but tone is very conversational. Much information given in unit on Personnel Office: form for application for employment.

ESL 2.20 WELCOME TO ENGLISH CATEGORY I

SERIES Welcome to English PART 3 OF A SERIES OF 5

PUBLISHER Regents (1973) AUTHOR Lismore

See Comments Under Category B

ESL 2.21 WELCOME TO ENGLISH CATEGORY I

SERIES Welcome to English PART 4 OF A SERIES OF 5

PUBLISHER Regents AUTHOR Lismore

FORMAT: Text 127 pages Illustrated (Vocabulary Identification, Situations, Diagrams)
Instructions Boxed or Separately Distinguished (Color)
Color Used to Box and Distinguish Grammar Structures and Vocabulary
Units Based on Grammar, Dialogues, Readings
Appendix (Grammatical Rules Overview, Vocabulary, Index, Frequent Expressions, Material for Recitation)

CONTENT: Grammar (Intermediate rules, Exercises, Review); Speech patterns, conversation, dialogues; Substitution drills; Idioms; Vocabulary usage, discrimination; Reading selections; Vocabulary footnotes/Marginal notes; Pronounciation guides (drills, intonation patterns); Composition(Practical letters).

COMMENTS: Young adult. Orientation: Social situations, school experiences. Historical anecdotes, interesting to young adult, legends. Contemporary speech pattern used. Clear, simple instructions designed for independent work. Use of humor, imagination. At first glance, much of material seems irrelevant, but the anecdotes are interesting and attractively presented, and provide basis for conversation and structural exercise. Could be interesting supplement to more practical dialogues.

ESL 2.22 WELCOME TO ENGLISH CATEGORY I

SERIES Welcome to English PART 5 OF A SERIES OF 5

PUBLISHER Regents (1974) AUTHOR Lismore

FORMAT: Text 124 pages Illustrated (Vocabulary Identification, Situations)
Instructions Boxed or Separately Distinguished
Units Based on Grammar, Dialogues, Readings
Appendix (Grammatical Rules Overview, Verb Conjugation, Vocabulary, Index, Frequent Expressions, Pronounciation)

CONTENT: Grammar (Intermediate rules, Exercises, Review); Speech patterns, conversation, dialogues; Substitution drills; Vocabulary usage, discrimination; Reading selections; Vocabulary footnotes/Marginal notes; Pronounciation guides (drills); Composition (Written exercises, short sentences).

COMMENTS: Material relevant to life situations, Adult and young adult. Orientation: Social situations, general historical information, anecdotes about contemporary American life. Contemporary speech patterns used. Use of humor, imagination. Interesting material, attractive drawings, more appealing to young adult than earlier books in this series. Appropriate for foreign student from age 11 - 17.

ESL 2.23 SPANISH-ENGLISH, ENGLISH-SPANISH MEDICAL GUIDE CATEGORY I

PUBLISHER Regents AUTHOR H. Hirschhorn

See Comments Under Category B

ESL 2.24 RESUMEN PRACTICO DE LA GRAMATICA INGLESA CATEGORY I

PUBLISHER Regents (1967) AUTHOR Dixson & Anbujar

See Comments Under Category B

ESL 2.25 GRADED EXERCISES IN ENGLISH, New, Revised CATEGORY I

PUBLISHER Regents (1971) AUTHOR Robert Dixson

See Comments Under Category B

ESL 2.26 ESSENTIAL IDIOMS IN ENGLISH, Revised Edition CATEGORY I

SERIES Dixson English Series (1971) PART OF A SERIES OF

PUBLISHER Regents AUTHOR Robert Dixson

See Comments Under Category B

ESL 2.27 WADE'S PLACE CATEGORY I

SERIES Action Books PART OF A SERIES OF

PUBLISHER Scholastic Book Services AUTHOR Harry Paige

FORMAT: Reader 94 pages Illustrated (Photos)
Units Based on Readings

CONTENT: Idioms; Vocabulary usage, discrimination; Reading Selections, Composition: Could be developed from readings, but not included.

COMMENTS: Material relevant to life situations, Adult and young adult. Orientation: Social situations, school experience, job opportunities, domestic problems, getting along in community, general interest. Contemporary speech patterns used. Clear, simple instructions designed for independent work. Use of humor, imagination. Engaging narrative, high interest for 5th grade to Adult. (3rd Grade reading level). Accompanying vocabulary worksheets (use words in several ways, prepares for following chapter by introducing new vocabulary).

ESL 2.28 SKY-JACKED CATEGORY I

SERIES Action Books PART OF A SERIES OF

PUBLISHER Scholastic Book Services AUTHOR W. Butterworth

FORMAT: Reader 95 pages Instruction Manual Illustrated (Situations, Drawings)

CONTENT: Speech patterns, conversation, dialogues within context of readings; Stories very idiomatic; Reading selections; Composition (creative). Collection of exciting stories, no exercises or vocabulary list included. Creative possibilities in response to narrative. Also, exercises in punctuation could be created with story dialogues.

COMMENTS: Adult and young adult. Orientation: Social situations. Contemporary speech patterns used. Use of humor, imagination. Appealing and applicable to young adult/adult who have gone through basic texts and need interesting supplement with many idiomatic conversations within context of story. Take off for conversation - illustrations good, stimulate conversation.

ESL 2.29 WRITING ENGLISH AS A SECOND LANGUAGE CATEGORY I

PUBLISHER Scott, Foresman AUTHOR Friend

FORMAT: Text Units Based on Grammar, Readings
Appendix (Suggestions for Compositions)

CONTENT: Grammar (Intermediate rules, Advanced rules, Exercises); Vocabulary usage, discrimination; Reading selections; Composition (practical letters, essay, creative). "Exercises and writing assignments are correlated with several texts and pattern tapes in use for oral-aural training." (See Lado and Fries English Pattern Practice and English Sentence Patterns).

COMMENTS: Material relevant to life situations, Adult and young adult.
Orientation: Social situations, school experience, job opportunities, domestic problems, getting along in community. Adaptable to students own needs, interests, general interest. Both practical and abstract levels. Contemporary speech patterns used. Formal patterns of English stressed. Builds basic omposition skills, each lesson centering on a skill with sample paragraphs, comments, syntax explanations and exercises.

ESL 2.30 EASY READING SELECTIONS IN ENGLISH, Revised CATEGORY I

PUBLISHER Simon & Schuster (1971) AUTHOR Robert Dixson

FORMAT: Reader 137 pages Illustrated (Only at beginning of each story)
Units Based on Readings

CONTENT: Grammar Exercises (called "structure review"); Speech patterns, conversation, dialogues (Each part of a story is followed by Comprehension and discussion questions); Substitution drills; Idioms; Vocabulary usage, discrimination; Reading selections. Exercises require composition of original sentences using idioms.

COMMENTS: Adult. The book contains "simplified versions of well-known stories by classic authors...." (O.Henry, Poe, Davis, Hawthorne, Doyle, Irving). Formal patterns of English stressed.

ESL 2.31 LADO ENGLISH SERIES CATEGORY I

SERIES Lado English Series PART 2 OF A SERIES OF 6

PUBLISHER Simon & Schuster AUTHOR R. Lado

See Comments Under Category B

ESL 2.32 LADO ENGLISH SERIES CATEGORY I

SERIES Lado English Series PART 3 OF A SERIES OF 6

PUBLISHER Simon & Schuster (1970) AUTHOR Robert Lado

FORMAT: Text 297 pages Instructions Boxed or Separately Distinguished
Illustrated (Vocabulary Identification, Situations, Diagrams)
Units Based on Grammar, Dialogues, Readings
Appendix (Vocabulary, Index)

CONTENT: Grammar (Intermediate Rules, Exercises); Speech patterns, conversation, dialogues; Substitution drills; Idioms; Vocabulary usage, discrimination; Reading selections; Pronounciation guides (diagrams, drills, intonation patterns).

COMMENTS: Material relevant to life situations, Adult and young adult.
Orientation: Social situations, school experience, getting along in community.
Contemporary speech patterns used. Clear, simple instructions designed for independent work. Use of humor, imagination.

ESL 2.33 ENGLISH IS SPOKEN CATEGORY I

PUBLISHER Washington Publications AUTHOR H. Wohl & R. C. Metcalf

FORMAT: Text 134 pages Illustrated (Vocabulary Identification, Situations)
Units Based on Individual Lessons, Page by Page

CONTENT: Grammar (Intermediate rules, Exercises, Review); Speech patterns, conversation, dialogues; Substitution drills; Idioms; Vocabulary usage, discrimination; Reading selections; Pronounciation guides (drills, choral practice).

COMMENTS: Material relevant to life situations, Adult and young adult. Getting along in community orientation. Contemporary speech patterns used. Some of the illustrations are humorous. There are three very complete review sections in the book. There is a short introductory section which describes some words and grammatical terms a teacher would use. Writing is not greatly emphasized, but most exercises contain a "suggestion for home study" section which encourages writing variations of other exercises.

ESL 3.01 504 ABSOLUTELY ESSENTIAL WORDS CATEGORY A

SERIES Barron's Educ. Series, Inc. PART __ OF A SERIES OF __

PUBLISHER Barron's Educ. Series, Inc. AUTHOR Bromberg, Liebb, Traiger

FORMAT: Worktext 140 pages Illustrated (Situations)
Instructions Boxed or Separately Distinguished
Units Based on Readings and Vocabulary Appendix (Index, Answer Section)

CONTENT: Idioms; Vocabulary usage, discrimination; Word reviews; Phonetic pronounciation guides; Composition (Creative). Introduction of 12 new words per unit, each used in three sentences; then used in short reading selection. Exercise with fills, then space to use each in original new sentence. "Spotlight on" introduces historical origins of certain words.

COMMENTS: Adult and young adult. Orientation: Social situations, school experience, job opportunities, domestic problems, getting along in community. General vocabulary (not clustered according to subject areas). Contemporary speech patterns used. Formal patterns of English stressed. Clear simple instructions designed for independent work. Can be used for individualized study or group. Use of humor, imagination. Emphasis on beefing up vocabulary power of American High School student or adult with humorous and relevant use of vocabulary in different situations. Applicable to advanced foreign student. Humor may need interpretation. Format simple, adaptable to small class of advanced students.

ESL 3.02 CONSONANTS & VOWELS CATEGORY A

SERIES Drills & Exercises in English Pronounciation PART 1 OF A SERIES OF 3

PUBLISHER Collier-MacMillan International (1966) AUTHOR Eng. Lang. Services

See Comments Under Category I

ESL 3.03 WORD DRILLS (Mimeo) CATEGORY A

PUBLISHER DMACC (Media Lab) AUTHOR

See Comments Under Category B

ESL 3.04 MASTERING AMERICAN ENGLISH CATEGORY A

SERIES Saxon Series PART OF A SERIES OF

PUBLISHER McGraw-Hill Book Company (1956) AUTHOR Grant, Taylor

See Comments Under Category I

ESL 3.05 NEWS FOR YOU, Edition A/B (Weekly Newspaper) CATEGORY A

PUBLISHER New Reader's Press AUTHOR

See Comments Under Category I

ESL 3.06 REGENTS ENGLISH WORKBOOK CATEGORY A

SERIES English as a Foreign Language PART 2 OF A SERIES OF 3

PUBLISHER Regents (1956) AUTHOR Robert Dixson

See Comments Under Category I

ESL 3.07 REGENTS ENGLISH WORKBOOK CATEGORY A

SERIES English as a Foreign Language PART 3 OF A SERIES OF 3

PUBLISHER Regents (1969) AUTHOR Dart, Dixson

FORMAT: Worktext 105 pages Instructions Boxed or Separately Distinguished
Units Based on Individual Lessons, Page by Page
Appendix (Verb Conjugation)

CONTENT: Grammar (Basic rules, Intermediate Rules, Advanced rules, Exercises, Review)

COMMENTS: Material relevant to life situations, Adult and young adult.
Orientation: Social situations, school experience. Variety - general usage.
Formal patterns of English stressed. Clear simple instructions designed for independent work. Adapted to use as supplemental to nail down grammatical patterns.
Easy reference and review.

ESL 3.08 LADO ENGLISH SERIES CATEGORY A

SERIES Lado English Series PART 5 OF A SERIES OF 6

PUBLISHER Regents Publ. Co. (1973) AUTHOR Robert Lado

FORMAT: Text 230 pages Illustrated
One Word Darkly Printed Indicated Instructions
Units Based on Dialogues, Readings
Appendix (Vocabulary Index, Index)

CONTENT: Grammar (Advanced rules; Exercises); Speech patterns, conversation, dialogues; Idioms; Vocabulary usage, discrimination; Reading selections; Vocabulary footnotes/Marginal notes; Pronounciation guides (drills); Composition (Punctuation). Gradual and simple explanations of basic punctuation rules. There is a write section which teaches punctuation, capitalization, verb tense sequence, organization of material and outlining.

COMMENTS: Adult. Informative reading selections on topics such as the oceans, insects and Houdini. Formal patterns of English stressed. Use of humor, imagination. This book provides tests after each reading selection.

ESL 3.09 LADO ENGLISH SERIES CATEGORY A

SERIES Lado English Series PART 6 OF A SERIES OF 6

PUBLISHER Regents Publ. Co. (1973) AUTHOR Robert Lado

FORMAT: Text 308 pages Illustrated (Situations)
One Word Darkly Printed Indicates Instructions
Units Based on Readings Appendix (Vocabulary index, Topics Index)

CONTENT: Grammar (Advanced rules, Exercises, Review); Speech patterns, conversation, dialogues; Idioms; Reading selections; Vocabulary footnotes/Marginal notes; Composition (practical letters, essay); Pronounciation guides (intonation patterns). The first two pronounciation sections deal with ryhme and alliteration in poetry.

COMMENTS: Adult. Selections from American and British literature. Formal patterns of English stressed. Use of humor. There are some humorous essays. Each unit contains a reading section of modern British or American literature. The grammar exercises are review of earlier grammar lessons. There is also a section on figurative language.

ESL 3.10 PRACTICAL CONVERSATION IN ENGLISH CATEGORY A

PUBLISHER Regents (1967) AUTHOR E. Hall

FORMAT: Text 165 pages Illustrated (Situations)
Units Based on Grammar, Dialogues Appendix (Verb Conjugation)

CONTENT: Grammar (Intermediate Rules, Advanced Rules, Exercises, Review); Speech patterns, conversation, dialogues; Substitution drills; Idioms; Vocabulary usage, discrimination; Pronounciation guides (drills, intonation patterns); Composition (written exercises).

COMMENTS: Material relevant to life situations, Adult and young adult. Orientation: Social situations, job opportunities, domestic problems, getting along in community, leisure activities. Contemporary speech patterns used. Clear simple instructions designed for independent work. Use of humor, imagination. Multi-approach method for refining ease of conversation in everyday practical matters. Material in dialogues and sentences relevant to advanced student who has gone beyond primary struggles with survival and is conscious of more complex social behavior. Structure of each unit similar with sections on dialogue, comprehension, special vocabulary notes, idiomatic usage, oral and written exercises. Integrated. Substitution drills clearly laid out. Easily used. Expandable.

ESL 3.11 THE U.S.A. - THE LAND AND THE PEOPLE CATEGORY A

SERIES The U.S.A. PART 1 OF A SERIES OF 4

PUBLISHER Regents (1959) AUTHOR Dixson

FORMAT: Reader 165 pages Illustrated (Situations, Maps)
Units Based on Readings

CONTENT: Can be used as basis for creative expression orally or in writing. Historical emphasis.

COMMENTS: General perspective of regional history and development. Formal patterns of English stressed. Though somewhat dated, basic facts of American history and growth applicable. Recommend use of contempary materials (newspapers, etc.) and maps to supplement. Entitled Elem. Reader but vocabulary is advanced.

ESL 3.12 SPANISH-ENGLISH, ENGLISH-SPANISH MEDICAL GUIDE CATEGORY A

PUBLISHER Regents AUTHOR H. Hirschhorn

See Comments Under Category B

ESL 3.13 RESUMEN PRACTICO DE LA GRAMATICA INGLESA CATEGORY A

PUBLISHER Regent (1967) AUTHOR Dixson & anbujar

See Comments Under Category B

ESL 3.14 GRADED EXERCISES IN ENGLISH, New, Revised CATEGORY A

PUBLISHER Regents (1971) AUTHOR Robert Dixson

See Comments Under Category B

ESL 3.15 ESSENTIAL IDIOMS IN ENGLISH, Revised Edition CATEGORY A

SERIES Dixson English Series PART OF A SERIES OF

PUBLISHER Regents (1971) AUTHOR Robert Dixson

See Comments Under Category B

ESL 3.16 WRITING ENGLISH AS A SECOND LANGUAGE CATEGORY A

PUBLISHER Scott, Foresman AUTHOR Friend

See Comments Under Category I

ESL 3.17 HANDBOOK OF AMERICAN IDIOMS CATEGORY A

PUBLISHER Simon & Schuster (1953) AUTHOR Whitford, Dixson

FORMAT: Text 155 pages Units Based on Dictionary Form

CONTENT: 4500 Idioms; Vocabulary usage, discrimination. Idioms defined and illustrated in sentences.

COMMENTS: Material relevant to life situations, Adult and young adult. General vocabulary. Colloquial. As reference book expandable to working manual and textbook. Advanced students practice use of selected idioms; supplement other readers and texts. No translations, in dictionary form, in alphabetical order. DEFINITELY ADVANCED.

INDEX - READING MATERIALS

The number codes under each skill or subject area refer to the evaluation entries in the reading section (color coded blue). The first digit of each number indicates the level of the material. R0.00 = pre-literate, R1.00 = grades 1 - 4, R2.00 = grades 5 - 8, R3.00 = grades 9 - 12.

AUDITORY DISCRIMINATION

R0.05, R1.03, R1.09, R1.12, R1.25, R1.32, R2.33, R3.14

COMPREHENSION R0.01 R1.01

Critical reading (facts and opinions, propaganda)

R2.01, R2.09, R2.10, R2.11, R2.21, R2.22, R2.25, R2.26, R2.28, R2.34, R3.01, R3.02, R3.03, R3.09, R3.10

Following directions

R1.09, R2.04, R2.06, R2.19, R2.21, R2.22, R2.23, R2.24, R2.25, R2.26, R2.30, R3.09

Inference (drawing conclusions)

R1.14, R1.22, R1.23, R1.24, R2.01, R2.07, R2.08, R2.09, R2.10, R2.11, R2.13, R2.14, R2.15, R2.16, R2.17, R2.18, R2.19, R2.20, R2.22, R2.23, R2.24, R2.25, R2.26, R2.27, R2.28, R2.29, R2.30, R2.34, R3.01, R3.02, R3.03, R3.04, R3.05, R3.06, R3.09, R3.10, R3.11, R3.13

Literal (fact-finding)

R0.06, R1.02, R1.03, R1.04, R1.05, R1.06, R1.07, R1.08, R1.09, R1.13, R1.14, R1.15, R1.16, R1.17, R1.18, R1.19, R1.20, R1.21, R1.22, R1.23, R1.24, R1.25, R1.26, R1.27, R1.28, R1.29, R1.30, R2.01, R2.02, R2.03, R2.04, R2.05, R2.06, R2.07, R2.08, R2.09, R2.10, R2.11, R2.12, R2.13, R2.14, R2.15, R2.16, R2.17, R2.18, R2.19, R2.20, R2.21, R2.22, R2.23, R2.24, R2.25, R2.26, R2.29, R2.30, R2.31, R2.34, R3.01, R3.02, R3.03, R3.05, R3.06, R3.08, R3.09, R3.10, R3.11, R3.12, R3.13

Main idea

R1.02, R1.22, R1.23, R1.24, R2.02, R2.07, R2.08, R2.09, R2.10, R2.11, R2.13, R2.14, R2.15, R2.16, R2.17, R2.18, R2.19, R2.20, R2.22, R2.23, R2.24, R2.25, R2.26, R2.28, R2.29, R2.30, R2.34, R3.02, R3.03, R3.04, R3.05, R3.06, R3.07, R3.08, R3.09, R3.10, R3.11

Organization (cause-effect, classification, comparison-contrast, time order)

R1.09, R2.01, R2.09, R2.10, R2.11, R2.13, R2.14, R2.15, R2.16, R2.17, R2.18, R2.19, R2.20, R2.22, R2.23, R2.24, R2.25, R2.26, R2.28, R2.29, R2.30, R2.34, R3.01, R3.02, R3.03, R3.05, R3.09, R3.10, R3.11

DIAGRAMS, CHARTS, MAPS

R2.06, R2.18, R2.19, R2.21, R2.22, R2.23, R2.24, R2.25, R2.26, R3.02, R3.03, R3.05, R3.06, R3.07, R3.08, R3.09, R3.10, R3.13

EYE MOVEMENT (left-to-right sequencing)

R0.02, R0.04, R3.02

FUNCTIONAL LITERACY SKILLS (locating information, reading the newspaper, signs and labels, etc.)

R0.06, R0.07, R1.09, R1.10, R1.13, R1.14, R1.15, R1.21, R1.29, R1.30, R1.32, R1.33, R2.01, R2.02, R2.03, R2.04, R2.05, R2.12, R2.18, R2.19, R2.20, R2.21, R2.34, R3.01, R3.07

GRAMMAR (sentence structure, usage, punctuation)

R0.01, R0.07, R1.01, R1.12, R1.13, R1.14, R1.15, R1.22, R1.23, R1.24, R1.30, R1.32, R1.33, R2.04, R2.05, R2.06, R2.08, R2.12, R2.13, R2.14, R2.15, R2.16, R2.17, R2.27, R2.34, R3.10

HANDWRITING

Cursive

R0.03, R0.07, R1.03, R1.10, R1.14, R1.30, R1.32, R2.32

Manuscript

R0.02, R0.04, R0.06, R0.07, R1.10, R1.12, R1.29, R1.32

LITERATURE

R2.08, R2.09, R2.22, R2.23, R2.24, R2.25, R2.26, R2.28, R2.29, R2.30, R2.34, R3.02, R3.03, R3.04, R3.09, R3.10, R3.11

MATHEMATICS

R1.22, R2.20, R2.22, R2.23, R2.24, R2.25, R2.26, R3.02, R3.03, R3.09

SCIENCE

R1.22, R1.23, R1.24, R2.09, R2.13, R2.14, R2.15, R2.16, R2.17, R2.18, R2.19, R2.20, R2.22, R2.23, R2.24, R2.25, R2.26, R2.30, R2.31, R3.02, R3.03, R3.08, R3.09, R3.10, R3.11, R3.12

SOCIAL STUDIES

R1.22, R1.23, R1.24, R2.09, R2.10, R2.11, R2.13, R2.14, R2.15, R2.16, R2.17, R2.18, R2.19, R2.20, R2.22, R2.23, R2.24, R2.25, R2.26, R3.02, R3.03, R3.06, R3.08, R3.09, R3.10, R3.11, R3.13

VISUAL DISCRIMINATION

R0.02, R0.03, R0.04, R0.05, R1.09, R1.25, R2.33, R3.14

VOCABULARY

R0.03, R1.13, R1.14, R1.15, R1.22, R1.23, R1.24, R1.33, R2.01, R2.02, R2.03, R2.04, R2.05, R2.06, R2.07, R2.09, R2.10, R2.11, R2.12, R2.13, R2.14, R2.15, R2.16, R2.17, R2.18, R2.19, R2.20, R2.21, R2.22, R2.23, R2.24, R2.25, R2.26, R2.29, R2.30, R2.31, R2.34, R3.01, R3.02, R3.03, R3.04, R3.05, R3.06, R3.07, R3.09, R3.10, R3.11, R3.12

WORD ATTACK SKILLS

Context clues

R1.22, R1.23, R1.24, R2.01, R2.03, R2.07, R2.08, R2.09, R2.13, R2.14, R2.15, R2.16, R2.17, R2.18, R2.19, R2.20, R2.22, R2.23, R2.24, R2.25, R2.26, R2.28, R2.34, R3.01, R3.02, R3.03, R3.04, R3.09, R3.10, R3.11

Dictionary use

R1.28, R1.30, R2.01, R2.03, R2.08, R2.18, R2.19, R2.20, R2.21, R2.22, R2.23, R2.24, R2.25, R2.26, R2.34, R3.01, R3.09

Phonics

R0.01, R0.06, R0.07, R1.01, R1.03, R1.04, R1.05, R1.06, R1.07, R1.08, R1.09, R1.10, R1.11, R1.12, R1.16, R1.17, R1.18, R1.19, R1.20, R1.21, R1.25, R1.26, R1.27, R1.28, R1.29, R1.30, R1.31, R1.32, R1.33, R2.03, R2.18, R2.19, R2.20, R2.22, R2.23, R2.24, R2.25, R2.26, R2.28, R2.33, R2.34, R3.07, R3.09, R3.14

Structural analysis

R0.06, R1.07, R1.08, R1.09, R1.10, R1.11, R1.12, R1.17, R1.18, R1.19, R1.21, R1.25, R1.26, R1.27, R1.28, R1.29, R1.30, R1.31, R1.33, R2.01, R2.03, R2.08, R2.18, R2.19, R2.20, R2.22, R2.23, R2.24, R2.25, R2.26, R2.28, R2.29, R2.33, R2.34, R3.07, R3.09, R3.14

INDEX --- LANGUAGE MATERIALS

The number codes under each skill area refer to the evaluation entries in the language section (color coded green). The first digit of each number indicates the category of the material. L 1.00 = Developmental (D), L2.00 = Refresher (R), L 3.00 = Composition (C).

Capitalization	Composition	Grammar (General)	Punctuation	Reading	Sentence Structure	Spelling	Usage	Vocabulary
				L 1.01			L 1.01	L 1.01
L 1.02		L 1.02	L 1.02		L 1.02		L 1.02	L 1.02
L 1.03		L 1.03	L 1.03		L 1.03	L 1.03	L 1.03	
L 1.04		L 1.04	L 1.04			L 1.04	L 1.04	
L 1.05		L 1.05	L 1.05					
L 1.06		L 1.06	L 1.06				L 1.07	L 1.07
		L 1.07	L 1.07		L 1.07		L 1.08	
L 1.08		L 1.08	L 1.08	L 1.08	L 1.08	L 1.08	L 1.09	L 1.09
L 1.09		L 1.09	L 1.09				L 1.10	L 1.10
L 1.10		L 1.10	L 1.10				L 1.11	L 1.11
L 1.11	L 1.11		L 1.11				L 1.12	
L 1.12	L 1.12		L 1.12			L 2.01	L 2.01	L 2.01
L 2.01	L 2.01		L 2.01	L 2.01		L 2.02		L 2.02
L 2.02		L 2.02	L 2.02		L 2.02	L 2.03	L 2.03	L 2.03
L 2.03		L 2.03	L 2.03		L 2.03	L 2.04		L 2.04
L 2.04		L 2.04	L 2.04		L 2.04		L 2.05	
		L 2.05	L 2.05		L 2.05		L 2.06	L 2.06
		L 2.06	L 2.06		L 2.06	L 2.06	L 2.07	
	L 2.07	L 2.07	L 2.07		L 2.07			
						L 2.08		
L 2.09		L 2.09	L 2.09		L 2.09		L 2.09	
L 2.10		L 2.10	L 2.10		L 2.10		L 2.10	
L 2.11		L 2.11	L 2.11		L 2.11	L 2.11	L 2.11	L 2.11
L 2.12			L 2.12		L 2.12	L 2.12	L 2.12	L 2.12
						L 2.13		
L 2.14		L 2.14	L 2.14				L 2.14	
		L 2.15			L 2.15		L 2.15	
	L 2.16	L 2.16	L 2.16		L 2.16	L 2.16	L 2.16	L 2.16
	L 2.17	L 2.17					L 2.17	L 2.17
		L 2.18	L 2.18		L 2.18	L 2.18	L 2.18	
L 2.18		L 2.19	L 2.19			L 2.19	L 2.19	L 2.19
L 2.19		L 2.20	L 2.20			L 2.20	L 2.20	L 2.20
L 2.20								

Capitalization	Composition	Grammar (General)	Punctuation	Reading	Sentence Structure	Spelling	Usage	Vocabulary
L 2.21		L 2.21	L 2.21		L 2.21	L 2.21	L 2.21	
L 2.23		L 2.23		L 2.23		L 2.22		L 2.22
L 2.24		L 2.24	L 2.24		L 2.24	L 2.24	L 2.24	L 2.23
L 3.01		L 2.25				L 2.25	L 2.25	L 2.24
		L 3.01	L 3.01	L 3.01		L 3.01	L 3.01	
L 3.03	L 3.02	L 3.02	L 3.02		L 3.02		L 3.02	L 3.01
		L 3.03			L 3.03	L 3.03	L 3.03	L 3.03
	L 3.05	L 3.04				L 3.04	L 3.04	
		L 3.05					L 3.05	L 3.05

INDEX --- MATHEMATICS MATERIALS

The number codes under each skill area refer to the evaluation entries in the mathematics section (color coded yellow). The first digit of each number refers to the category of the material. M 1.00 = Skill Building (SB), M 2.00 = Skill Building or Review (SB/R), M 3.00 = Review (R), M 4.00 = Test Preparation (TP).

Note: Assume all numbers carry the prefix M.

BASIC MATH								ALGEBRA					GEOMETRY			
CONSUMER MATH	WHOLE NUMBERS	FRACTIONS	DECIMALS	PERCENTS	RATIO AND PROPORTION	STORY PROBLEMS	POWERS EXPONENTS	USING FORMULAS	MEASUREMENT (ENG. METRIC)	SIMPLE EQUATIONS	FACTORING (POLYNOMIALS)	COMPLEX EQUATIONS	STORY PROBLEM GRAPHS. ETC.	BASIC LINEAR AREA, VOLUME	POLYGONS CIRCLES	TRIANGLES RATIO & PROP.	TRIGONOMETRY FUNCTIONS
1.01							1.01	1.01	1.01	1.01	1.01	1.01	1.01				
	1.02	1.02	1.02	1.02													
									1.03								
		1.04	1.04	1.04													
										1.05	1.05	1.05		1.05	1.05	1.05	
1.06	1.06	1.06	1.06	1.06	1.06	1.06		1.06	1.06	1.06	1.06		1.06				
	1.07					1.07		1.07									
													1.08	1.08	1.08		
									1.09								
											1.10			1.10	1.10		
	1.11	1.11	1.11			1.11			1.11								
	1.12	1.12	1.12			1.12			1.12					1.12	1.12	1.12	
	1.13	1.13	1.13			1.13			1.13					1.13	1.13	1.13	
	1.14	1.14	1.14	1.14		1.14		1.14	1.14					1.14	1.14	1.14	
	1.15	1.15	1.15			1.15			1.15								
										1.16			1.16	1.16		1.16	
					1.17	1.17		1.17	1.17								

BASIC MATH									ALGEBRA					GEOMETRY			
CONSUMER MATH	WHOLE NUMBERS	FRACTIONS	DECIMALS	PERCENTS	RATIO AND PROPORTION	STORY PROBLEMS	POWERS EXPONENTS	USING FORMULAS	MEASUREMENT (ENG. METRIC)	SIMPLE EQUATIONS	FACTORING (POLYNOMIALS)	COMPLEX EQUATIONS	STORY PROBLEM GRAPHS. ETC.	BASIC LINEAR AREA, VOLUME	POLYGONS CIRCLES	TRIANGLES RATIO & PROP.	TRIGONOMETRY FUNCTIONS
	1.18		1.18														
	1.19					1.19											
	1.20					1.20			1.20					1.20	1.20		
	1.21	1.21	1.21	1.21		1.21			1.21								
	1.22																
														1.23	1.23	1.23	
														1.24	1.24	1.24	
1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25				1.25	1.25	1.25	
										1.26	1.26	1.26					
1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27				1.27	1.27	1.27	
														1.28	1.28	1.28	
		1.29	1.29	1.29	1.29	1.29		1.29	1.29								
1.30	1.30	1.30	1.30	1.30	1.30	1.30		1.30	1.30								
	1.31					1.31											
1.32	1.32	1.32	1.32	1.32	1.32	1.32		1.32	1.32								
1.33					1.33	1.33		1.33	1.33								
1.34					1.34	1.34		1.34	1.34								
	1.35	1.35	1.35	1.35	1.35	1.35	1.35	1.35									
	1.36																
	1.37					1.37											
	1.38																
	1.39																
	1.40																
	1.41																
	1.42																
	1.43																
	1.44																
	1.45																
		1.46															
		1.47															
			1.48	1.48													

BASIC MATH						ALGEBRA								GEOMETRY			
CONSUMER MATH	WHOLE NUMBERS	FRACTIONS	DECIMALS	PERCENTS	RATIO AND PROPORTION	STORY PROBLEMS	POWERS EXPONENTS	USING FORMULAS	MEASUREMENT (ENG. METRIC)	SIMPLE EQUATIONS	FACTORING (POLYNOMIALS)	COMPLEX EQUATIONS	STORY PROBLEM GRAPHS. ETC.	BASIC LINEAR AREA, VOLUME	POLYGONS CIRCLES	TRIANGLES RATIO & PROP.	TRIGONOMETRY FUNCTIONS
		1.49	1.49	1.49													
	1.50								1.50								
	1.51	1.51							1.51								
	1.52	1.52	1.52														
	1.53																
1.54																	
										1.55							
						1.56				1.56							
														1.57	1.57		1.57
1.59	1.59	1.59	1.59		1.59	1.59	1.59	1.59	1.59								1.58
										1.60	1.60	1.60	1.60	1.59	1.59	1.59	
1.62	1.62	1.62	1.62	1.62	1.62	1.62	1.62	1.62	1.62	1.61	1.61	1.61					
1.63	1.63	1.63	1.63	1.63	1.63	1.63	1.63	1.63	1.63					1.62	1.62	1.62	
														1.63	1.63	1.63	
	1.65	1.65				1.65				1.64	1.64	1.64					
	1.66					1.66											
	1.67					1.67											
	1.68			1.68		1.68											
	1.69					1.69											
1.70	1.70			1.70		1.70			1.70								
	1.71																
	1.72																
	1.73																
	1.74																
	1.75																
1.76																	
	1.77		1.77						1.77								
	1.78																
1.79	1.79																
1.80	1.80			1.80													

BASIC MATH							ALGEBRA							GEOMETRY			
CONSUMER MATH	WHOLE NUMBERS	FRACTIONS	DECIMALS	PERCENTS	RATIO AND PROPORTION	STORY PROBLEMS	POWERS EXPONENTS	USING FORMULAS	MEASUREMENT (ENG. METRIC)	SIMPLE EQUATIONS	FACTORING (POLYNOMIALS)	COMPLEX EQUATIONS	STORY PROBLEM GRAPHS. ETC.	BASIC LINEAR AREA, VOLUME	POLYGONS CIRCLES	TRIANGLES RATIO & PROP.	TRIGONOMETRY FUNCTIONS
	1.81																
1.82		1.82	1.82	1.82		1.82											
1.83	1.83	1.83	1.83	1.83	1.83	1.83		1.83	1.83					1.83	1.83	1.83	
										1.84		1.84		1.84	1.84	1.84	1.84
1.85	1.85	1.85	1.85	1.85		1.85											
1.86	1.86	1.86	1.86	1.86		1.86			1.86								
	1.87					1.87											
	1.88					1.88			1.88					1.88			
	1.89	1.89	1.89						1.89								
1.90				1.90	1.90	1.90		1.90	1.90	1.90		1.90		1.90	1.90	1.90	
	1.91																
	1.92					1.92			1.92								
	1.93	1.93	1.93			1.93											
	1.94	1.94	1.94			1.94			1.94					1.94			
1.95	1.95	1.95	1.95	1.95		1.95		1.95	1.95					1.95			
1.96	1.96	1.96	1.96	1.96	1.96	1.96		1.96	1.96	1.96		1.96					
	1.97					1.97											
	1.98					1.98											
	1.99																
	1.100																
			1.101														
2.01	2.01	2.01	2.01	2.01	2.01	2.01	2.01	2.01	2.01					2.01	2.01	2.01	
2.02	2.02	2.02	2.02	2.02	2.02	2.02			2.02								
2.03	2.03	2.03	2.03	2.03	2.03	2.03	2.03	2.03	2.03	2.03	2.03	2.03		2.03	2.03	2.03	2.03
2.04	2.04	2.04	2.04		2.04	2.04	2.04	2.04	2.04	2.04	2.04			2.04	2.04	2.04	2.04
	2.05	2.05	2.05	2.05	2.05	2.05	2.05	2.05	2.05					2.05	2.05	2.05	
2.06	2.06	2.06	2.06	2.06	2.06	2.06		2.06	2.06								
		2.07															
2.08							2.08	2.08	2.08	2.08	2.08	2.08	2.08	2.08	2.08	2.08	2.08
							2.09	2.09		2.09	2.09	2.09	2.09				
									2.10								

BASIC MATH								ALGEBRA						GEOMETRY			
CONSUMER MATH	WHOLE NUMBERS	FRACTIONS	DECIMALS	PERCENTS	RATIO AND PROPORTION	STORY PROBLEMS	POWERS EXPONENTS	USING FORMULAS	MEASUREMENT (ENG. METRIC)	SIMPLE EQUATIONS	FACTORING (POLYNOMIALS)	COMPLEX EQUATIONS	STORY PROBLEM GRAPHS. ETC.	BASIC LINEAR AREA, VOLUME	POLYGONS CIRCLES	TRIANGLES RATIO & PROP.	TRIGONOMETRY FUNCTIONS
3.01	3.01	3.01	3.01	3.01	3.01	3.01	3.01		3.01	3.01		3.01		3.01	3.01	3.01	3.01
	3.02	3.02	3.02	3.02	3.02	3.02	3.02	3.02	3.02					3.02	3.02	3.02	
3.03		3.03	3.03	3.03		3.03	3.03	3.03		3.03	3.03	3.03		3.03	3.03	3.03	
3.04								3.04	3.04	3.04		3.04		3.04	3.04	3.04	3.04
	3.05	3.05	3.05	3.05	3.05	3.05	3.05	3.05	3.05					3.05	3.05	3.05	
	3.06	3.06	3.06	3.06	3.06	3.06	3.06	3.06	3.06					3.06	3.06	3.06	
	3.07	3.07	3.07	3.07		3.07		3.07									
3.08						3.08		3.08									
	3.09	3.09	3.09	3.09	3.09	3.09	3.09	3.09	3.09					3.09	3.09	3.09	
	3.10	3.10	3.10	3.10	3.10	3.10	3.10	3.10	3.10					3.10	3.10	3.10	3.10
	3.11	3.11	3.11	3.11		3.11	3.11		3.11					3.11	3.11	3.11	
	3.12	3.12	3.12	3.12	3.12	3.12	3.12	3.12	3.12								
	3.13	3.13	3.13	3.13	3.13	3.13	3.13	3.13	3.13								
		3.14	3.14	3.14	3.14	3.14	3.14	3.14	3.14	3.14				3.14	3.14	3.14	3.14
		3.15	3.15	3.15	3.15									3.15			
														3.16			
	3.16	3.16	3.16	3.16	3.16												
3.17	3.17	3.17	3.17	3.17	3.17	3.17	3.17	3.17	3.17	3.17				3.17	3.17	3.17	3.17
	3.18	3.18	3.18	3.18	3.18		3.18	3.18	3.18	3.18							
3.19	3.19	3.19	3.19	3.19	3.19				3.19								
3.20	3.20	3.20	3.20	3.20	3.20	3.20		3.20	3.20	3.20						3.20	
		3.21	3.21	3.21	3.21	3.21			3.21								
4.01	4.01	4.01	4.01		4.01	4.01				4.01							

INDEX - ESL MATERIALS

The number codes under each skill area refer to the evaluation entries in the ESL section (color coded pink). The first digit of each number indicates the level of the material. ESL 1.00 = Beginning (B), ESL 2.00 = Intermediate (I), ESL 3.00 = Advanced (A).

Grammar	Speech Pat. Subst'n Drills	Conversation Dialogues	Idioms	Vocabulary Use/Discrim.	Gen. Vocab. Lists	Readings	Pronunciation Guides/Drills	Composition
ESL 1.01	ESL 1.01	ESL 1.01		ESL 1.01			ESL 1.01	
				ESL 1.02	ESL 1.02			ESL 1.02
				ESL 1.03	ESL 1.03			ESL 1.03
ESL 1.04	ESL 1.04	ESL 1.04	ESL 1.04			ESL 1.04	ESL 1.04	
ESL 1.05	ESL 1.05	ESL 1.05	ESL 1.05	ESL 1.05		ESL 1.05	ESL 1.05	
		ESL 1.06		ESL 1.06	ESL 1.06	ESL 1.06		
	ESL 1.07	ESL 1.07	ESL 1.07				ESL 1.07	
ESL 1.08	ESL 1.08	ESL 1.08		ESL 1.08				ESL 1.08
			ESL 1.09	ESL 1.09	ESL 1.09			
ESL 1.10	ESL 1.10							
ESL 1.11	ESL 1.11			ESL 1.11				
ESL 1.12	ESL 1.12			ESL 1.12				
ESL 1.13	ESL 1.13			ESL 1.13				
ESL 1.14	ESL 1.14			ESL 1.14				
				ESL 1.15	ESL 1.15			ESL 1.15
				ESL 1.16	ESL 1.16			ESL 1.16
	ESL 1.17	ESL 1.17	ESL 1.17	ESL 1.17	ESL 1.17			
	ESL 1.18	ESL 1.18		ESL 1.18	ESL 1.18			
ESL 1.19	ESL 1.19	ESL 1.19	ESL 1.19	ESL 1.19			ESL 1.19	
	ESL 1.20	ESL 1.20		ESL 1.20		ESL 1.20	ESL 1.20	ESL 1.20
	ESL 1.21	ESL 1.21		ESL 1.21		ESL 1.21	ESL 1.21	ESL 1.21
	ESL 1.22	ESL 1.22				ESL 1.22	ESL 1.22	ESL 1.22
ESL 1.23	ESL 1.23	ESL 1.23				ESL 1.23	ESL 1.23	ESL 1.23
						ESL 1.24		
ESL 1.25				ESL 1.25		ESL 1.25	ESL 1.25	ESL 1.25
				ESL 1.26	ESL 1.26			
							ESL 1.27	
ESL 1.28	ESL 1.28	ESL 1.28		ESL 1.28		ESL 1.28		
ESL 1.29	ESL 1.29	ESL 1.29		ESL 1.29		ESL 1.29		

Grammar	Speech Pat. Subst'n Drills	Conversation Dialogues	Idioms	Vocabulary Use/Discrim.	Gen. Vocab. Lists	Readings	Pronunciation Guides/Drills	Composition
ESL 1.30	ESL 1.30	ESL 1.30	ESL 1.30	ESL 1.30				
ESL 1.31	ESL 1.31	ESL 1.31	ESL 1.31				ESL 1.31	
ESL 1.32	ESL 1.32	ESL 1.32	ESL 1.32				ESL 1.32	
				ESL 1.33	ESL 1.33			
ESL 1.34			ESL 1.34	ESL 1.34				
ESL 1.35				ESL 1.35				
			ESL 1.36	ESL 1.36				ESL 1.36
ESL 1.37	ESL 1.37	ESL 1.37	ESL 1.37			ESL 1.37		
ESL 1.38	ESL 1.38	ESL 1.38	ESL 1.38	ESL 1.38		ESL 1.38		
ESL 1.39				ESL 1.39		ESL 1.39	ESL 1.39	ESL 1.39
ESL 1.40	ESL 1.40	ESL 1.40	ESL 1.40	ESL 1.40			ESL 1.40	ESL 1.40
ESL 1.41	ESL 1.41	ESL 1.41	ESL 1.41				ESL 1.41	
ESL 1.42	ESL 1.42	ESL 1.42	ESL 1.42	ESL 1.42		ESL 1.42	ESL 1.42	
				ESL 1.43				
ESL 1.44	ESL 1.44	ESL 1.44	ESL 1.44	ESL 1.44		ESL 1.44	ESL 1.44	ESL 1.44
ESL 1.45	ESL 1.45	ESL 1.45	ESL 1.45	ESL 1.45		ESL 1.45	ESL 1.45	ESL 1.45
				ESL 2.01	ESL 2.01			
				ESL 2.02	ESL 2.02			
	ESL 2.03	ESL 2.03	ESL 2.03				ESL 2.03	
				ESL 2.04			ESL 2.04	
ESL 2.05	ESL 2.05		ESL 2.05					
	ESL 2.06							
ESL 2.07	ESL 2.07			ESL 2.07				
	ESL 2.08			ESL 2.08				
ESL 2.09	ESL 2.09	ESL 2.09	ESL 2.09	ESL 2.09	ESL 2.09	ESL 2.09	ESL 2.09	
	ESL 2.10	ESL 2.10	ESL 2.10	ESL 2.10	ESL 2.10			
ESL 2.11	ESL 2.11	ESL 2.11		ESL 2.11		ESL 2.11	ESL 2.11	
ESL 2.12	ESL 2.12	ESL 2.12	ESL 2.12	ESL 2.12		ESL 2.12	ESL 2.12	
				ESL 2.13		ESL 2.13		
ESL 2.14				ESL 2.14		ESL 2.14		
				ESL 2.15		ESL 2.15		
ESL 2.16			ESL 2.16	ESL 2.16		ESL 2.16		ESL 2.16
ESL 2.17	ESL 2.17	ESL 2.17	ESL 2.17	ESL 2.17			ESL 2.17	
ESL 2.18								
ESL 2.19	ESL 2.19	ESL 2.19	ESL 2.19	ESL 2.19		ESL 2.19		ESL 2.19
ESL 2.20	ESL 2.20	ESL 2.20	ESL 2.20			ESL 2.20		

Grammar	Speech Pat. Subst'n Drills	Conversation Dialogues	Idioms	Vocabulary Use/Discrim.	Gen. Vocab. Lists	Readings	Pronunciation Guides/Drills	Composition
ESL 2.21	ESL 2.21	ESL 2.21	ESL 2.21	ESL 2.21		ESL 2.21	ESL 2.21	ESL 2.21
ESL 2.22	ESL 2.22	ESL 2.22		ESL 2.22		ESL 2.22	ESL 2.22	ESL 2.22
				ESL 2.23	ESL 2.23			
ESL 2.24			ESL 2.24	ESL 2.24				
ESL 2.25				ESL 2.25				
			ESL 2.26	ESL 2.26				
			ESL 2.27	ESL 2.27		ESL 2.27		
	ESL 2.28	ESL 2.28	ESL 2.28	ESL 2.28		ESL 2.28		ESL 2.28
ESL 2.29				ESL 2.29		ESL 2.29		ESL 2.29
ESL 2.30	ESL 2.30	ESL 2.30	ESL 2.30	ESL 2.30				ESL 2.30
ESL 2.31		ESL 2.31	ESL 2.31	ESL 2.31		ESL 2.31	ESL 2.31	ESL 2.31
ESL 2.32	ESL 2.32	ESL 2.32	ESL 2.32	ESL 2.32		ESL 2.32	ESL 2.32	
ESL 2.33	ESL 2.33	ESL 2.33	ESL 2.33	ESL 2.33		ESL 2.33	ESL 2.33	
			ESL 3.01	ESL 3.01			ESL 3.01	ESL 3.01
				ESL 3.02			ESL 3.02	
ESL 3.03	ESL 3.03							
ESL 3.04	ESL 3.04	ESL 3.04		ESL 3.04		ESL 3.04	ESL 3.04	
						ESL 3.05		
ESL 3.06								
ESL 3.07						ESL 3.07		
ESL 3.08	ESL 3.08	ESL 3.08	ESL 3.08	ESL 3.08		ESL 3.08	ESL 3.08	ESL 3.08
ESL 3.09	ESL 3.09	ESL 3.09	ESL 3.09	ESL 3.09		ESL 3.09	ESL 3.09	ESL 3.09
ESL 3.10	ESL 3.10	ESL 3.10	ESL 3.10	ESL 3.10				ESL 3.10
				ESL 3.11		ESL 3.11		ESL 3.11
				ESL 3.12	ESL 3.12			
ESL 3.13			ESL 3.13	ESL 3.13				
ESL 3.14				ESL 3.14				
			ESL 3.15					
ESL 3.16				ESL 3.16		ESL 3.16		ESL 3.16
			ESL 3.17	ESL 3.17				

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